

## **TERMS OF REFERENCE**

### **I. PROJECT**

Visit of Secretary Bernadette Romulo – Puyat in the Province of Batangas for Green Corridor Initiative (GCI) Program on June 28-30,2021

### **II. BACKGROUND**

In line with the thrust of the Department of Tourism in development of new sustainable tourism products, along with the activation of the safety campaign under the new normal, the Department of Tourism Region IV – A (CALABARZON) is currently developing its flagship domestic tourism program for tourism recovery and response, The G.R.E.E.N. Corridor Initiative (GCI).

The tourism industry is one of the sectors that was directly affected by the COVID-19 pandemic globally, most especially in the region where it is a crucial economic pillar. The development of 'green corridors' play an important role in maintaining regional biodiversity, improving environmental quality, offering economic resilience opportunity as well as protecting heritage and culture, hence, supporting the jumpstart of economy to bounce back and restart tourism activities in the new normal.

The Province of Batangas will feature the Batangas Bayside Tourism Circuit, showcasing the tourism attractions and destinations in San Juan, Nasugbu, Taal and Calatagan, as its flagship tourism circuit model for The Green Corridor Initiative, including the City of Lipa as one of the identified areas to be developed for the second phase of the GCI. The tourist sites/destinations in the City of Lipa is also included in the itinerary and to be visited by the Secretary.

Further, a Press conference and dialogue with the Provincial Governor, Local Chief Executives on June 28, 2021 in order to ensure the adherence of respective LGUs to the strict implementation of the Minimum Public Health Safety Protocols and assess the viability of the tourism attractions and destinations to be visited. An advance party will also be needed on June 27, 2021 in order to prepare and coordinate for the arrival of SBRP.

### **VALIDATION OF PRIORITY TOURISM CIRCUITS**

The validation process of the Tourism Circuits will include different activities in various destinations in the identified tourism circuit. The participants will be able to validate and assess the distinct tourism products under the new normal such as: (1) measurement of tourism viability of attractions and destinations under the new normal, (2) inspection of the implementation of health and safety protocols, and (3) assessment for contemporary and timely marketing strategy.

## **DOT DOMESTIC PROMOTION FOR RECOVERY**

The initiative of the DOT to develop tourism products to support Domestic Tourism is one of the key components of the Tourism Recovery and Response Plan (TRRP). The program will streamline development efforts in close coordination with the local government units for the re-opening of tourism destinations and attractions, to ensure that the public minimum health and safety protocols are properly implemented to mitigate the spread of COVID-19.

### **III. PROCUREMENT REQUIREMENTS**

1. Must be DOT accredited
2. Must be located in CALABARZON Region
3. Willing to provide services on a send-bill arrangement
4. Dates are subject to change
5. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
6. Provide hotel/resort accommodation inclusive of daily breakfast
7. Uniformed, presentable and trained drivers.
8. Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
9. Van adequate to transport 4 – 6 persons with luggage and driver
10. Equipped with climate control or air-conditioning
11. Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
12. Equipped with safety belts for all seats
13. Be at all times clean and tidy when arriving to pick up the passengers
14. Regularly checked for roadworthiness and safety
15. Maximum use of 15 hours per day inclusive of overtime and driver's fee and overtime
16. Includes third-party liability insurance
17. Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
18. Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
19. With daily provision of wet tissues, alcohol, mineral water, mint
20. First Aid kit on board
21. Provision of umbrella on board
22. Equipped with GPS or Waze
23. Driver should have strong navigation skills

- 24. DOH-Accredited COVID-19 Antigen Testing Facility
- 25. Antigen Tests costs should be based on actual expenses
- 26. Itinerary to be sent (subject to change without prior notice)

#### IV. SCOPE OF WORKS/ DELIVERABLES

Description	Breakdown	Quantity	Remarks
Accommodation	<b>June 27, 2021</b> (for Advance Party Staff) 2 Single Occupancy Room (Premiere) x 1 night	2	
	6 Double Occupancy (Standard Room- Twin Sharing) x 1 night	6	
	<b>June 28, 2021</b> 1 Single Occupancy Room (Premiere) x 1 night	1	
	<b>June 28-30, 2021</b> 1 Single Occupancy Room (Executive Room for the Secretary) x 2 nights'	1	
	3 Single Occupancy Room(Premiere) x 2 nights	6	
	8 Double Occupancy Room (Standard Room- Twin Sharing) x 2 nights	16	
<b>MEALS</b> <i>Press conference and Tourism Stakeholders Meeting with SBRP and Batangas Governor, Key Official and Mayors</i>	<b>June 28,2021</b>  AM Snacks for 50 pax  Lunch for 50 pax	50  50	
<b>MEALS</b> <i>Advance Party and During SBRP Tour Visits (Includes breakfast, AM/PM snacks, lunch and dinner)</i>	<b>June 27,2021</b> Meals for Regional Staff and OSEC Staff	13	
	<b>June 28-30, 2021</b> Snacks AM/PM 25 pax x 3 days x 2 snacks	150	
	<b>June 28-30, 2021</b> Lunch 25 pax x 3 days	75	
	<b>June 28-29, 2021</b> Dinner 25 pax x 1 days	25	
<b>MEALS</b> <i>PNP Security Escort</i>	<b>June 27-30,2021</b>		

<i>(Includes breakfast, AM/PM snacks, lunch and dinner)</i>	25 pax x 3 days	75	
Transportation <i>(additional route and overtime rate is exclusive, subject to change)</i>	<b>June 27-30,2021</b> Transportation (Van Hire) 1 vans x 4 days	4	Land Transportation Service of participants during the conduct of the visit of SBRP and other ancillary activities
Technical Requirements and Venue For Press Conference and Tourism Stakeholders Meeting	<b>June 27,2021</b> Venue, Hybrid Technical Set-up and Free-flowing coffee	1	
Antigen Test	<b>June 27-28,2021</b> On-site Antigen Test 20 pax	20	
Communication	Load Card for Regional Staff	2	
Miscellaneous Fees	Miscellaneous Expenses (supplies,etc.		
	<i>*Additional charges may occur during the conduct of the activity</i>		

#### V. **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is Six Hundred Fifty-Nine Thousand Seven Hundred Fifty Pesos Only **(Php 659,750.00)** inclusive of applicable taxes and fees.

#### VI. **LEGAL DOCUMENTS**

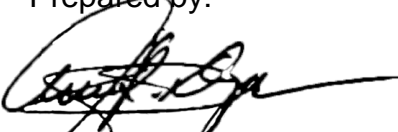
1. Copy of Mayor's/Business Permit
2. Income Tax Returns (Annual Income Tax Return of the Preceding tax year) or Business Tax Returns (Value added Tax or Percentage covering the previous six months)
3. PhilGEPS Registration
4. Omnibus Sworn Statement (OSS)

#### VII. **TERMS OF PAYMENT**

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.


VIII. PROJECT OFFICER/CONTACT PERSON

Prepared by:



**MARIO R. DAGA**  
Supervising TOO

Noted by:



**MICHAEL A. PALISPIS**  
Regional Director