

TERMS OF REFERENCE

I. PROJECT

Visit of Secretary Bernadette Romulo – Puyat in the Province of Quezon for Green Corridor Initiative (GCI) Program on July 20 and 21,2021

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 Quezon will feature the tourism attractions and destinations in Lucban and Tayabas, as one of the identified tourism circuit models for The Green Corridor Initiative. The visit will highlight and 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.

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 proper 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	July 20 – 21, 2021 1 Single Occupancy Room (Executive Room for the Secretary) x 1 night	1	
	4 Single Occupancy Room(Premiere) x 1 nights	4	
	7 Double Occupancy Room (Standard Room- Twin Sharing) x 1 nights	7	
MEALS <i>During SBRP Tour Visits (Includes breakfast, AM/PM snacks, lunch and dinner)</i>	July 20 – 21, 2021 Snacks AM/PM 15 pax x 2 days x 2 snacks	60	
	July 20 – 21, 2021 Lunch 15 pax x 2 days	30	
	July 20 – 21, 2021 Dinner 15 pax x 2 days	30	
MEALS PNP Security Escort <i>(Includes breakfast, AM/PM snacks, lunch and dinner)</i>	July 20 – 21, 2021 15 pax x 2 days	30	
Transportation <i>(additional route and overtime rate is exclusive, subject to change)</i>	July 20 – 21,2021 Transportation (Van Hire) 1 van x 2 days	2	DOT- Accrediated Tourist Transport
Antigen Test	July 19 - 21, 2021 On-site Antigen Test 15 pax	15	
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 Two Hundred Twenty-Seven Thousand Pesos Only (**Php 227,000.00**) 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. Tax Clearance
4. PhilGEPS Registration
5. 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:



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Noted by:



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