

TERMS OF REFERENCE

Tour Operator / Ground Arrangements
**Media Coverage of the DENR-DILG-DOT Site Inspection
for the Baguio Rehabilitation Program**
10-11 JANUARY 2020 | Baguio City, Philippines

SCOPE OF DELIVERABLES:

1. Accommodation

- ▶ Must be DOT-accredited
- ▶ Preferably within Camp John Hay in Baguio, Philippines or nearby areas
- ▶ All rooms must be inclusive of complimentary drinking water/coffee/tea, and Wi-Fi access within rooms, and public areas
- ▶ Room arrangement for one (1) night
 - Room Quantity: 3 twin-sharing rooms
3 triple-sharing rooms
 - Number of nights: One (1) night
 - Check In: 10 January 2020 (request for early check-in for all rooms)
 - Check Out: 11 January 2020

2. Meals

- ▶ Inclusive of full board meals for 15 pax (breakfast, AM and PM snacks, lunch, and dinner) on 10-11 January 2020

3. Transportation

- ▶ Must be a DOT-accredited Tourist Transport
- ▶ Must provide 2 units of air-conditioned vans to be used on 10-11 January 2020
- ▶ Departure date and time from DOT Makati: 10 January 2020 at 3:00 A.M.
- ▶ Departure date and time from Baguio, Philippines: 11 January 2020 at 05:00 P.M.
- ▶ Provision of focal person / dispatcher
- ▶ Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers

4. Corporate Giveaways

- ▶ Provision of giveaways (artisanal Baguio food items) for 20 pax

5. Others

- ▶ Tour operator must be DOT-accredited
- ▶ Must be amenable to a send bill arrangement and willing to go through the usual government procedure for payments
- ▶ Must be compliant with the submission of all documentary requirements for facilitation of payments.

Approved Budget for Contract: PhP 300,000.00**
**** (INCLUSIVE of ALL government taxes and E-VAT)**

Contact Person:

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