

# **TERMS OF REFERENCE**

## **TOUR OPERATOR FOR MEDIA REPRESENTATIVES WHO WILL COVER THE KAIN NA! FOOD AND TRAVEL FESTIVAL 2021 AND PRESS CONFERENCE AT TAGAYTAY CITY, ON DECEMBER 9-10, 2021**

### **I. SPECIFICATIONS: Tour Operator**

- DOT-accredited

### **II. TRANSPORTATION: Two (2) air-conditioned vans for total of 10 pax**

- DOT-accredited

#### **Inclusive of:**

- Well-groomed Drivers and Tour Coordinators
- Drivers' and Tour Coordinator's RT-PCR and Antigen tests (as needed)
- Drivers' and Tour Coordinator's fees/meals
- Fuel, Toll Fees, skyway fees, Parking Fees and insurance
- Sanitary kits (alcohols, face masks, face shields, wet wipes) for 10 pax
- Mineral water

#### **Vans 1 and 2 Route:**

**DAY 1 – DECEMBER 9, 2021 – MAKATI – TAGAYTAY - TOUR WITHIN TAGAYTAY**

**DAY 2 – DECEMBER 10, 2021 – TOUR WITHIN TAGAYTAY – TAGAYTAY – MAKATI**

### **III. ACCOMMODATIONS:**

- 5 Twin Sharing Deluxe Rooms at any DOT-accredited Hotel in Tagaytay within the vicinity of the event venue (Ayala Malls Serin) for 2 days / 1 night. Inclusive of breakfast

### **IV. MEALS / SNACKS:**

- Full Board Meals (Lunch & Dinner) for 10 pax on December 9-10, 2021
  - *Inclusive of drinks (soda / coffee / mineral water) as requested*
  - *Desserts*
- AM / PM Snacks (December 9-10, 2021) for 10 pax

### **V. PRESS CONFERENCE VENUE:**

- Press Conference venue for the interview with the Secretary with meals for 40 pax on December 10, 2021

### **VI. TOURS:**

#### ***DAY 1 (December 9, 2021)***

- Familiarization Tour at Destinations around Tagaytay for 10 pax

**VII. TOKENS:**

- Souvenir tokens for 10 pax (*containing locally produced merchandise and delicacies*)

**VIII. ADDITIONAL INCLUSION:**

- RT-PCR TESTS for 10 PAX
- **RT-PCR TESTS must be administered not later than December 9, 2021, and results must be on or before proceeding to event venue on 5:00 AM December 10, 2021**

***\*\*Note: Test results will be presented to be allowed entry to Tagaytay on the date of event***

**IX. TERMS OF PAYMENT:**

- **Government Procedure**


**X. TOTAL BUDGET: PHP 350,000.00 (inclusive of all taxes)**

- *Chargeable against the funds of the Office of Public Affairs and Advocacy (OPAA) FY2021 (Familiarization Tours)*

**XI. CONTACT PERSON:**

  
**CHARLES ADONIS USI**  
09476018132

**NOTED BY:**

  
**CZARINA ZARA-LOYOLA**  
Director, OPAA