

# TERMS OF REFERENCE

Procurement of Ground Arrangements and Airline Tickets for  
**Inter-Agency Task Force for the Management of Emerging Infectious Diseases  
(IATF-EID)-Technical Working Group (TWG) Visit in El Nido, Palawan**  
March 3 to 5, 2021

## I. Background

COVID 19 was an unforeseen pandemic and no country in the world was spared. The world economy has been brought to its lowest condition wherein the tourism industry is one of the hardly hit sectors. Majority of establishments stopped operation which caused jobs, directly and indirectly related to tourism, to be affected.

To bounce back and help improve the economy and give back jobs to the displaced workers, businesses are slowly opening up in some areas in the country, specifically areas with Modified General Community Quarantine (MGCQ) classifications. The tourism industry, just like other businesses, is slowly but surely recuperating and strategizing to encourage tourists to once again visit the Philippines and again uplift the lives of our displaced tourism workers.

The Municipality of El Nido, in the province of Palawan re-opened its doors for tourism and leisure purposes last September 30, 2020 for domestic tourists, through the development of a point-to-point travel bubble system while ensuring the enforcement of health and safety protocols throughout its tourism value chain.

To further assess the implementation of El Nido's health and safety protocols in tourism destinations and tourism related establishments, DOT MIMAROPA invited members of the IATF-EID TWG, composed of officials from different National Government Agencies (NGAs), to visit and experience the Travel Bubble System of El Nido. Likewise, it aims to let the IATF evaluate the alignment of its issuances vis-à-vis its practices.

## II. Objectives

1. Assess the enforcement of Health and Safety Guidelines (HSGs) in tourism destinations and tourism-related establishment;
2. Evaluate the alignment of the guidelines issued by the local government units to the HSGs;
3. Provide suggestions and improvement to the LGU's enforcement of HSGs;
4. Experience the travel bubble system of the Municipality which may be reference information for the issuance of IATF Guidelines;
5. Ensure that quality tourism products are provided by LGU's in the tourism establishments and destinations by implementing strict health and safety protocols, thus regaining tourists' confidence to travel again; and

6. Intensify the marketing and promotion of the Municipality being one of the major contributor to the tourist arrivals of the country.

## **II. Minimum Requirements**

1. Must be a service provider located in El Nido, Palawan
2. Must provide accommodation at a DOT-accredited establishment accepting domestic tourists and not accepting Palawan-based guests;
3. For security purposes, must have own boats and must provide van for transfers;
4. Must be able to implement the travel bubble policy;
5. Must have experience providing services to officials and executives of different government agencies;
6. Must comply with the minimum standard of health and safety protocols; and
7. Must be able to provide services on a Send-Bill Arrangement.

## **III. Scope of Work / Deliverables**

1. Provision of **thirty-five (35) roundtrip airline tickets, inclusive of RT PCR Testing**

32 pax

-Departure Manila to El Nido: **March 3, 2021**

-Departure El Nido to Manila: **March 5, 2021**

-Check-in Baggage: 10 kilos Luggage Allowance for each passenger

3 pax

-Departure Manila to El Nido: **March 2, 2021**

-Departure El Nido to Manila: **March 5, 2021**

-Check-in Baggage: 10 kilos Luggage Allowance for each passenger

-RT-PCR testing must be done at least 48 hours prior to departure

2. Provision of Accommodation

-Hotel accommodation must be DOT accredited and located within El Nido, Palawan

**-Total of thirty-five (35) single occupancy rooms:**

**a. IATF and DOT: Thirty-two (32) rooms**

Check-in: **March 3, 2021**

Check-out: **March 5, 2021**

**b. Advance Party: Three (3) rooms**

Check-in: **March 2, 2021**

Check-out: **March 5, 2021**

3. **Provision of Function room** good for thirty-five pax (with proper physical distancing) with complimentary internet access
4. Provision of Transportation
  - Land and boat transfers
  - Inter-island and inland transportation for site assessment
  - Inclusive of ecotourism development fees, integrated protective area fund, etc.
  - Travel Insurance
5. Provision of daily **pre-set full board meals** (breakfast, AM snack, lunch, PM snack and dinner)

Day 0: Breakfast, AM Snack, Lunch, PM Snack and Dinner (3 pax)

Day 1: Breakfast, AM Snack, Lunch, PM Snack and Dinner (35 pax)

Day 2: Breakfast, AM Snack, Lunch, PM Snack and Dinner (35 pax)

Day 3: Breakfast, AM Snack and Lunch (35 pax)

#### **IV. Budget**

The total budget allocation is **Nine Hundred Seventy Thousand Six Hundred Pesos (Php 970,600.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

#### **V. Documentary Requirements**

1. Mayor's/Business Permit
2. Latest Income/Business Tax Return
3. Duly Notarized Omnibus Sworn Statement
4. PhilGEPS Registration Number

#### **VI. Contact Person**

GLADYS A. QUESEA / FAYE ANGELI A. REYES

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