

TERMS OF REFERENCE

PRODUCT AUDIT IN THE MUNICIPALITY OF EL NIDO

Objectives:

1. Regain confidence of the tourism industry in El Nido, Palawan.
2. Assess the standards of health and safety measures being implemented in El Nido's tourism destinations in preparation of its re-opening.
3. Conduct Dialogue between the invited National Tour Operators and Local Government Unit of El Nido.

I. Scope of Service

The service provider should be able to provide the meals, transportations, transfers, accommodation, and load cards with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: July 12-16, 2021
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in NCR or Region IVB (MIMAROPA)

B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at tdd.mimaropa@gmail.com

C. Specific Requirements

C.1 Transportation (Airfare)

- Airline with round-trip flight of Manila and El Nido good for twenty (20) pax (July 12 and 16, 2021).

C.2 Transportation (Van and Boat Rental)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits);
- 1-day Boat Hire in El Nido Islands
- Drivers must have a negative anti-gen test result prior travel; and
- Must conform to the following itinerary:

- ✓ Whole day van rental (10 hours) within El Nido x 5 days x 3 vans
- ✓ Whole day boat rental (El Nido Islands) x 2 boats
(July 13, 2021)

C.3 Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, Dinner good for 5 days for twenty (20) persons
(July 12 - 16, 2021)

C.4 Sanitary Kits

- Twenty (20) packs containing:
 - ✓ Tumbler
Materials: 650ml, Natural bamboo exterior with stainless steel inside, Double wall vacuum insulated, For hot or cold drinks (Good for up to 3 to 6 hours), Spill proof, customized logo, and Eco friendly
 - ✓ Drybag
Materials: 500D, Eco-friendly waterproof, PVC tarpaulin, Size: 20 L
 - ✓ Sanitary Kits
Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes

C.5 Load Card

- One (1) Php 300.00 load card for the project officer.

C.6 Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ July 12 – 16, 2021 5D4N (20 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

C.7 RT-PCR Test

- RT-PCR Test for twenty (20) pax by a DOH-Accredited Facility 1-2 days prior travel

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **SIX HUNDRED SEVENTY-FIVE THOUSAND TWO HUNDRED PESOS (P675,200.00)** inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

III. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

IV. CONTACT PERSON

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