

TERMS OF REFERENCE

Procurement of Airline Tickets and Ground Arrangements **Ceremonial Vaccination for Tourism Workers in Coron, El Nido and Puerto Princesa City** August 2-4, 2021

I. Background

In the interest of the continuous support for the recovery of the tourism industry from Covid19 pandemic and further protect the tourism workers, the Department of Tourism along with other concerned government agencies worked for the prioritization of the vaccination of tourism workforce.

Moreover, the Secretary included among the program activities a ceremonial vaccination in the LGUs of Palawan particularly Coron, El Nido and Puerto Princesa City. Palawan is one of the major tourism destinations in the country and employs thousands of tourism workers.

II. Objectives

1. Support the recovery of the tourism industry through the vaccination of the tourism workers;
2. Give recognition to the efforts and endurance of the tourism workforce despite the circumstances the pandemic has caused to the industry;
3. Give recognition to the support from the LGUs to the tourism industry and its workers;
4. Inform and encourage the other tourism workers to be vaccinated.

III. Minimum Requirements

1. Must be a DOT accredited service provider located in Palawan Province
2. Must be able to implement the travel bubble policy and must comply with the minimum standard of health and safety protocols;
3. Must have experience providing services to officials and executives of different government agencies; and
4. Must be able to provide services on a Send-Bill Arrangement.

IV. Scope of Work / Deliverables

1. Provision of **roundtrip airline tickets**

2 pax

-Departure Manila to PPC: **August 2, 2021**

-Departure PPC to Manila: **August 4, 2021**

-Check-in Baggage: 20 kilos Luggage Allowance for each passenger

4 pax

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

-Departure El Nido to Manila: **August 4, 2021**

-Check-in Baggage: 20 kilos Luggage Allowance for each passenger

2. **Provision of meals** (August 3)

Good for twenty-five pax (25) (with proper physical distancing) with complimentary internet access in El Nido (lunch) and PPC (dinner)

3. Inland transfers

1 unit van in PPC on August 2 and 4, 2021
2 units van in PPC on August 3, 2021
1 unit van in El Nido on August 2 and 4, 2021
2 units van in El Nido on August 3, 2021

4. Accommodation

2 rooms for 2 nights in PPC
4 rooms for 2 nights in El Nido

5. Meals

For 2 pax 3 days in PPC on August 2-4
For 4 pax 3 days in El Nido on August 2-4

6. RT-PCR

For 3 pax

V. Budget

The total budget allocation is **Two Hundred Eighty Thousand Two Hundred Pesos (PhP 280,200)**, 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).

VI. Documentary Requirements

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

VII. Contact Person

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