

TERMS OF REFERENCE

Pilot Testing of Site and Product Development Guidebook

Objectives:

1. Test the effectiveness of the Site and Product Development Guidebook being developed;
2. Identify gaps on the concepts provided in the guidebook;
3. Conduct assessment of existing and possible tourism circuits in South Palawan; and
4. Make recommendations to further improve procedures for the creation of circuits as identified in the Guidebook

I. Scope of Service

The service provider should be able to provide the accommodation, meals transportations, transfers, RT-PCR Test and antigen services, meeting venue and load cards with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: October 25 to 29, 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 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 to Manila and Puerto Princesa City good for four (4) pax (October 25 to 29, 2021).

C.2 Transportation (Van Rental)

- Air-conditioned van with stored supplies of Alcohol with 70% Solution (1 gallon for 6 pax), Mask (Surgical Face Masks), Travel Paper Soap, Insect repellent, wet wipes and Tissue good for 6 pax for a period of 5 days,
- Drivers must have negative anti-gen test result prior travel; and
- Must conform to the following itinerary:
 - ✓ Whole day one (1) van rental (10 hours) within PPC and South Palawan (PPC, Narra, Brooke's Point, Bataraza and Balabac) x 5 days

C.3 Transportation (Boat Rental)

- Roundtrip boat from Bataraza to Balabac

C.4 Accommodation and Meals

Single room accommodation for 6 pax for 4 nights inclusive of meals breakfast, lunch and dinner
Meeting venue with meals for 12 pax on October 25, 2021

C.5 Load Card

- One (1) Php 300.00 load card and One (1) Php150.00 for the project officers
- a. **RT-PCR and Antigen Test**
- RT-PCR Test for four (4) pax by a DOH-Accredited Facility 48 hours prior travel
 - Antigen Tests for 6 pax in the Municipalities to be visited

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **TWO HUNDRED SIX THOUSAND SEVEN HUNDRED SEVENTY PESOS (Php206,770.00)** 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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