

**Procurement of a Services of a Travel and Tour Operator for the
November 2021 Site Visit of the
World Travel and Tourism Council (WTTC) Officials
In connection with the Philippine Hosting of the 21st WTTC Global Summit
21-26 November 2021, Metro Manila, Philippines**

Terms of Reference (As of 10 November 2021)

Background

The Philippine Department of Tourism will host the 21st WTTC Global Summit on 14-16 March 2021. The WTTC Global Summit is the most influential Travel & Tourism event in the calendar, and next year, industry leaders will gather with key government representatives to continue aligning efforts to support the sector's recovery and move beyond to a safer, more resilient, inclusive, and sustainable future.

In preparation for the hosting of the WTTC Global Summit, the WTTC Officials will conduct a site visit on November and December to inspect on the summit venue and hotel accommodations, do a run through of the airport experience as well as inspect possible dinner venues.

The site inspection will be participated by the following:

1. WTTC Officials from London and Madrid
2. Department of Tourism-Members of the Philippine National Organizing Committee
3. Representatives from hotel establishments
4. Representatives from possible sponsors

Legal Basis

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties.

Action

In this regard, the Department is in need of a services of a travel and tour operator for the requirements of transportation, site inspection, meals and provision of RT-PCR Tests.

A) Requirements

1. Travel and tour operator must be DOT accredited;
2. Must be able to provide the following for the event proper on 21 to 26 November 2021:
 - a. RT-PCR Tests good for 48 pax
 - b. AM, PM Snacks and Lunch for 30 Pax from 25-26 November 2021
 - c. Hosted Dinners for 30 Pax from 21-26 November 2021
 - d. Two (2) Vehicles for transportation of WTTTC and DOT Officials from 21 to 26 November 2021
 - e. Tokens for four (4) Pax
 - f. Payment for the NAIA Terminal Passes

D) Approved Budget and Mode of Payment

The Approved Budget for the Contract is Eight Hundred Seven Thousand Seven Hundred Eighty (Php 807,780.00) inclusive of all taxes.

E) Documents to be submitted:

1. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area;
2. In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit;
3. PhilGEPS Registration Number;
4. Latest Income/Business Tax Return (For Budget above PhP 500,000.00);
5. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement;
6. DOT Accredited Certificate

F) Terms of Payment

Establishment must be amenable to send-bill arrangement.

G) Contact Persons

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Noted By:

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