

TERMS OF REFERENCE
MEDIA FAMILIARIZATION TOUR IN PUERTO PRINCESA CITY

Objectives:

1. Regain confidence to the tourism industry in Philippine destinations.
2. Cover and further promote the Baragatan Festival of Puerto Princesa City and its existing and new tourism products
3. Conduct product audit on the destination and hold an assembly with the invited stakeholders for coordinating protocols and exchanging market updates
4. Produce articles and social media contents for Puerto Princesa City through traditional and social media professionals

I. Scope of Service

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

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: June 20 – 23, 2022
- 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

1. Transportation (Airfare)

- Roundtrip flight ticket with 20 kgs baggage allowance per pax to MNL-PPS-MNL for fifteen (15) pax (June 20-23, 2022)
- Excess baggage 40kg for Promotional Collaterals (Roundtrip) for one (1) pax

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
- Must conform to the following itinerary:
 - > Whole day van rental (10 hours) within Puerto Princesa City x 5D x 3 vans
 - > Whole day boat rental (Honda Bay) x 2 boats

3. Meals

- Breakfast, Lunch, Dinner, and AM and PM snacks good for 5 days for fifteen (15) persons (June 20 - 23, 2022)

4. Travel Kit

- Fifteen (15) travel kits 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 Kit

Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, and wet wipes

- Local Delicacies and Products

5. Load Card

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

6. Accommodation

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa
- Must provide single occupancy room accommodation for the following:
 - > June 20 - 23, 2022 5D4N (15 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **SIX HUNDRED FOURTEEN THOUSAND EIGHT HUNDRED NINETY PESOS (P614,890.00)** 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

MARC RAMIRO R. ORTIZ LUIS

Tourism Development Division, DOT MIMAROPA
(02) 8459-5200 loc. 119 | 0917-716-0305