

TERMS OF REFERENCE

- I. **BIDDER** : Ground Handling Service
- II. **PROJECT TITLE** : Site Inspection of Western Visayas Ports and Cruise Destinations for Asia Cruise Cooperation
26-30 December 2021

III. MINIMUM REQUIREMENTS OF SUPPLIER:

- Service provider must be DOT accredited
- Show breakdown of quotation
- Inclusive of taxes and fuel charges
- Must be willing to provide services on send-bill arrangement

IV. SCOPE OF WORK/DELIVERABLES

Details of the required services are the following:

1. *Airfare*
One (1) RT Manila to Iloilo
November 26, 2021
2. *Transfers*
 - a. Land transfer/Coaster or Van Hire for 14 pax
 - a.1. Airport to within Iloilo City for 1 day
 - a.2. Iloilo-City to Estancia (one-way)
 - a.3. Estancia to Caticlan (one-way)
 - a.4. Caticlan Jetty Port to Caticlan Airport (one-way)
**inclusive of driver and fuel*
 - b. Boat transfer for 14 pax
 - b.1. Estancia to Sicogon Island (roundtrip)
 - b.2. Caticlan Jetty Port-Boracay Island (roundtrip)
**inclusive of terminal and environmental fees*
3. *Accommodation*
 - a. 14 single occupancy rooms on the following dates:
 - a.1. November 26, 2021 (Iloilo) *resort or 4-star hotel with breakfast
 - a.2. November 27, 2021 (Sicogon Island) *3-star beachfront resort with full-board meals
 - a.3. November 28-30, 2021 (Boracay Island) *4-star hotel or resort with breakfast
4. *Meals*
 - a. 110 meals (lunch and dinner)
 - b. 112 snacks (AM and PM)
5. *Tours*
 - a. Iloilo Heritage Tour for 14 pax in Iloilo City
 - b. Island Hopping Tour for 14 pax in Sicogon Island
 - c. Island Hopping Tour for 14 pax in Boracay Island
 - d. Water Activities Experience for 14 pax in Boracay
6. *RTPCR* – 1 test for 1 pax in Iloilo City

V. BUDGET

Total budget allocation for the site inspection amounting to **Php 625,000.00** (Six Hundred Twenty-Five Thousand Pesos) inclusive of taxes. Full payment shall be made upon completion of the project (send bill arrangement).

CONTACT PERSON:

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