

## TERMS OF REFERENCE

### BUSINESS TO BUSINESS MATCHING ACTIVITY IN PUERTO PRINCESA CITY FOR THE PHILIPPINE TRAVEL AGENCIES ASSOCIATION (PTAA) BYAHENG PINAS: ROAD TO RECOVERY TO PUERTO PRINCESA PALAWAN

#### Objectives:

1. Regain confidence to the tourism industry in Philippine destinations
2. Convene local and national tourism key players through a business-to-business matching activity for market and product updates in tourism destinations
3. Contribute to improvement of management plans for the tourism products in MIMAROPA

#### I. Scope of Service

The service provider should be able to provide the meals and venue, transportations, transfers, and accommodation with the following specifications:

##### A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: August 17 - 20, 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](mailto:tdd.mimaropa@gmail.com)/ [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)*

##### C. Specific Requirements

###### 1. Transportation (Airfare)

- Roundtrip flight ticket with 20 kgs baggage allowance per pax to MNL-PPS-MNL for two (2) pax (August 17-20, 2022)

###### 2. Transportation (Van Rental)

- Air-conditioned tourist van transport with stored supplies of face mask, face shield, and alcohol (sanitation kits);
- Must conform to the following itinerary:
  - > Whole day van rental (10 hours) within Puerto Princesa City x 4D x 1 van

###### 3. Meals

- Breakfast, Lunch, Dinner good for 3 days for three (3) persons (August 17 - 20, 2022)

#### **4. Accommodation**

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa
- Must provide single occupancy room accommodation for the following:
  - > August 17 - 20, 2022 4D3N (2 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

#### **5. Venue and Meals for B2B Session**

- Manage buffet lunch and AM snack good for 60 pax on August 20, 2022
- Free flowing coffee, tea and water
- Podium and Rostrum, wireless microphones/PA system, Projection Screen,
- LCD Projector, Whiteboard
- Free Wi-Fi access
- LED Screen

#### **6. Universal Bamboo Cellphone Holder/ Speaker**

- 100mm wide x 60mm height
- Made of 100% Bamboo
- Compatible with all cellphones
- Electricity-Free; No Pairing Required
- Eco-Friendly and Renewable
- With engraved MIMAROPA NATURALLY logo (as attached)
- With labeled box (as attached)

### **II. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **ONE HUNDRED SIXTY-FIVE THOUSAND TWO HUNDRED PESOS (₱165,200.00)** 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**

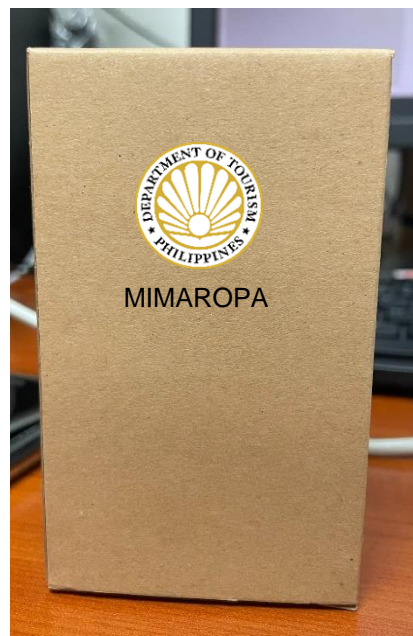
Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

### **IV. CONTACT PERSON**

#### **JAY S. DE GUZMAN**

Tourism Development Division, DOT MIMAROPA  
(02) 8459-5200 loc. 119 | 0917-1378529

## Universal Bamboo Cellphone Holder/ Speaker



Made from a single piece of bamboo and holds your mobile device in place as it plays music to amplify the sound. Bamboo speaker is ideal to use and also great for amplified hands-free calls and custom.

- The Original Bamboo Speaker/Amplifier
- Made of 100% Bamboo
- Compatible with virtually all cell phones
- Electricity-Free; No Pairing Required
- Eco-Friendly and Renewable
- With labeled box