

TERMS OF REFERENCE

Media Familiarization Tour of Baguio (3D/2N)

LOCATION & VENUE: BAGUIO CITY, BENGUET

PERIOD COVERED: NOVEMBER 15 – 17, 2019

(charged to: 2019 OPAA GAA Budget)

I. MINIMUM REQUIREMENTS FOR SUPPLIER:

1. Must be DOT-accredited travel and tour agency
2. Must be registered with PHILGEPS
3. Must provide specific breakdown of prices and service in the quotation
4. Amenable to government procedure or send-bill arrangement
5. Must submit all required documents for payment purposes

II. SCOPE OF WORK DELIVERABLES:

1. Transportation Service for 10 pax

Destination: BAGUIO CITY

Itinerary: DOT MAKATI / BAGUIO CITY /DOT MAKATI

Vehicle Type: at least a 14-seater capacity passenger van with ample headroom, legroom and space for large media equipment or a 14-seater capacity all terrain utility van complete with pilot seats, ample headroom, legroom and space for large media equipment

Inclusion: fully airconditioned, clean with mobile WIFI

November 15, 2019 (Friday) - Manila to Baguio City; PM-City Tour

November 16, 2019 (Saturday) – continuation of City Tour (whole day)

November 17, 2019 (Sunday) – Baguio City to Manila

***Inclusive of travel insurance, tour guide, entrance fees, vehicle, toll fees, parking fees, driver, driver's meals, fuel

2. Room Accommodation for 10 pax for 2 nights at a hotel

5 twin-sharing rooms, fully airconditioned, clean

Check-In Date: November 15, 2019 (Friday)

Check-Out Date: November 17, 2019 (Sunday)

***Inclusive of Breakfast, free use of hotel amenities (pools, parking area and free WIFI internet)

3. Full Board Meals (AM and PM snacks, lunch and dinner),

***Inclusive of meals/snacks while **in transit**, mineral water and juices

4. Provision for E-VAT and other government taxes

5. Amenable to government procedure or send-bill arrangement

III. APPROVED BUDGET FOR THE PROJECT:

TOTAL APPROVED OPAA BUDGET: **P 200,000.00**

IV. CONTACT PERSON: **RAMON REBULADO**

Information Officer II

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