

Terms of Reference
Venue and Meals, Accommodation and Transportation
Farm Tourism Summit
23 September 2019 | Makati, Metro Manila

A. Background

Farm Tourism is a tourism product that acts as a supplemental activity to farming. It maximizes the potentials of income generation of existing farms in the country through tourism-related activities. The program also aims to revive the youth's interest in agriculture, to ensure food security by promoting best practices and assuring continuity in agriculture throughout generations and to provide additional income stream for farmers through various farm activities such as Pick and Pay, Agri Events, Rodeo/Ranch Skills, Animal Feeding, Petting Zoo, Farm Rides, Fishing and U-Pick Operations for visitors

In order to impart awareness on Farm Tourism for business development and service standards enhancement, the DOT will organize a Farm Tourism Forum. It is also a promotional activity which aims to strengthen the capacity of the government and private sector in the effective use of Farm Tourism as a tool for sustainable development and promotion of agriculture and tourism in the Philippines. The forum is set to happen this 23rd of September 2019.

In this regard, the DOT is in need of a service provider (hotel, tour operator, apartment hotel) to provide the program requirements for the Farm Tourism Summit as stated below.

B. Items / Services

Lot I:

Venue and Meals

- Must be a DOT accredited hotel/apartment hotel located in Makati Central Business District
- Must provide function room/venue good for 100 pax on either round tables or classroom setup on 23 September 2019
- Must have high ceiling
- Must have hosted high level events/meetings (i.e. ASEAN, APEC, Dignitaries/VIPs)
- Must provide AM/PM Snacks, Buffet Lunch good for 100 pax (selection of menu for end user approval)
- Must provide Buffet Dinner good for 50 pax
- Must provide free-flowing coffee and tea
- Must provide complimentary parking passes
- Full feature conference lighting setup
- Must not have pillars at the center or even on the side of the function room/venue which may cause blockage to the view or even limit the space/movement of attendees/participants
- Must provide basic sound system, microphones, extension cords
 - Provision of wireless microphones – 5 units
 - Provision of two projection screens with projectors

- Free Wi-fi access (strong signal)
- Large rear projection screen for stage setup
- Must provide whiteboards with marker
- Costs must be inclusive of all fees related to rental of venue, etc.

Total Amount for Venue and Meals-PHP 246,900.00 (inclusive of all taxes)

Payment: Government Procedure – Send Bill Arrangement

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Lot II:

Accommodation

- Must be a DOT Accredited hotel located in Makati City (within Makati Avenue or Makati Business District Area)
- Must be a 3-star hotel
- Provision of thirty (30) twin sharing rooms
 Period: 22-24 September 2019 (15 rooms for 2 nights)
 22-23 September 2019 (15 rooms for 1 night)
- Must provide complimentary breakfast
- Must provide complimentary internet access
- Must provide complimentary parking spaces

Total Amount for Accommodation: PHP 198,000.00 (inclusive of all taxes)

Payment: Government Procedure – Send Bill Arrangement

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Lot III:

Transportation

Requirement: DOT Accredited Tour Operator/ Tourist Transport Provider

- One Unit of SUV/Van

- 10-12 hours of use
- Vehicle will be used from 22-23 September 2019
- Start of Service: 11:00AM, 22 and 23 September 2019
- End of Service: 10:00PM 22 and 23 September 2019
- The service vehicle must be well maintained.
- Inclusive of fuel and parking fees, overtime fees, driver's fee and meals.
- With a professional, experienced, well trained and courteous driver
- Service of participants from airport to hotel venue (within Metro Manila)
- Shuttle service of participants and staff to and from hotel venue (within Metro Manila)

Total Amount for Transportation: PHP 12,000.00 (inclusive of all taxes)

Payment: Government Procedure- Send Bill Arrangement

C. Total Cost of the Project

(Venue and Meals, Accommodation and Transportation: **PHP 456,900.00 (Inclusive of all Taxes)**)

D. Contact Details:

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