

TERMS OF REFERENCE

PRODUCT AUDIT IN THE MUNICIPALITY OF CORON

Objectives:

1. Regain confidence of the tourism industry in Coron, Palawan.
2. Assess the standards of health and safety measures being implemented in Coron's tourism destinations in preparation of its re-opening.
3. Conduct Dialogue between the invited National Tour Operators and Local Government Unit of Coron.

I. Scope of Service

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

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: October 11-15, 2021
- 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

C.1 Transportation (Airfare)

- Airline with round-trip flight of Manila and Busuanga (Coron) good for twenty (20) pax (October 11 and 15, 2021).

C.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 in Coron Islands
- Drivers must have a negative anti-gen test result prior travel; and
- Must conform to the following itinerary:

- ✓ Whole day van rental (10 hours) within Coron x 5 days' x 3 vans
- ✓ Whole day boat rental (Coron Islands) x 2 boats
(October 12, 2021)

C.3 Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, Dinner good for 5 days for twenty (20) persons
(October 11 - 15, 2021)

C.4 Sanitary Kits

- Twenty (20) packs containing:
 - ✓ Tumbler with Bottle Handler
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 with, diving cloth cover, soft and interior is smooth and elastic. The rope handle design must be easy to carry, cold and heat resistant.
 - ✓ Deco-friendly Bag
Materials: 500D, Eco-friendly waterproof, PVC tarpaulin, Size: 20 L
 - ✓ Sanitary Kits
Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, tissue and wet wipes

C.5 Load Card

- One (1) Php 300.00 load card for the project officer and Two (2) Php 150.00 load card for the support staff.

C.6 Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ October 11 – 15, 2021 5D4N (20 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

C.7 RT-PCR Test

- RT-PCR Test for twenty (20) pax by a DOH-Accredited Facility 1-2 days' prior travel

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **SIX HUNDRED SEVENTY-FIVE THOUSAND FIVE HUNDRED SIXTY-SEVEN PESOS (P675,567.00)** 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

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