

TERMS OF REFERENCE

CLARK – BUSUANGA TRAVEL BUBBLE

Objectives:

1. Conduct travel exchange on the destinations and hold an assembly with the invited National Tour Operators and Local Government Units for coordinating protocols and exchanging market updates;
2. Proactively support the reopening of tourist destinations through assessing the implementation of health and safety protocols;
3. Strengthen business relationships of Central Luzon with MIMAROPA in terms of tourism;
4. Encourage and promote safe travel under the new normal to domestic tourists; and
5. Contribute to improvement of management plans for the tourism products in the regions of Central Luzon and MIMAROPA.

I. Scope of Service

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

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: February 4-7, 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

C. Specific Requirements

C.1 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 Busuanga Islands
 - 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 Busuanga and Coron x 4 days x 7 vans
 - ✓ Whole day boat rental (Coron and Busuanga Islands) x 3 days x 4 boats
(February 4-6, 2022)

C.2 RT-PCR Test

- RT-PCR Test for thirty-five (35) pax by a DOH-Accredited Facility 1-3 days prior travel

C.3 Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, Dinner good for 4 days for thirty-five (35) persons
(February 4-7, 2022)

C.4 Tour Guides and Environmental Fees

- Tour Guides and Environmental Fees for all of the tours and thirty-five (35) persons for 4 days.

C.5 Sanitary Kits

- Thirty-five (35) packs containing:
 - ✓ Tumbler
 - ✓ Drybag
 - ✓ Alcohol
 - ✓ Face Mask
 - ✓ Insect Repellant
 - ✓ Wet Wipes

C.6 Travel Insurance

- Travel Insurance for thirty-five (35) pax for the whole travel.

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FIVE HUNDRED SEVENTY-THREE THOUSAND SIX HUNDRED PESOS (₱573,600.00)** 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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