

TERMS OF REFERENCE

OFFICIAL VISIT OF SECRETARY BERNADETTE ROMULO-PUYAT IN THE PROVINCE OF MARINDUQUE

Objectives:

1. Assess and inspect tourism sites of Marinduque in preparation of its re-opening
2. Conduct LGU and Stakeholders Dialogue with the DOT Secretary
3. Award DOT-DOLE Beneficiaries

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: May 18 – 23, 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 (Van and Boat Rental)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits);
- 2-day Boat Hire Sta Cruz Proper (Polo-Maniwaya Island)
- Drivers must have a negative anti-gen test result prior travel; and
- Must conform to the following itinerary:
 - ✓ Manila – Talao-Talao Port – Marinduque (May 18, 2021) x 2 vans
 - ✓ Marinduque – Talao-Talao Port – Manila (May 23, 2021) x 2 vans
 - ✓ Whole day van rental (10 hours) within Marinduque x 6 days x 2 vans

- ✓ Back-up van rental (10 hours) within Marinduque x 2 days x 1 van (May 21 and 22, 2021)
- ✓ Whole day boat rental (Polo-Maniwaya Island) x 3 boats (May 19 and 22, 2021)

C.2 Meals

Requirements for meals shall include the following:

- Breakfast, Lunch, Dinner good for 6 days for nine (9) persons (May 18 – 23, 2021)
- Breakfast, Lunch, Dinner good for 2 days for four (4) persons (May 21 – 22, 2021)
- AM Snacks for 65 pax on May 21, 2021
- AM Snacks for 25 pax on May 22, 2021

C.3 Load Card

- Four (4) Php 300.00 load card for the project officers

C.4 Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - ✓ May 18 – 23, 2021 6D5N (9 pax)
 - ✓ May 21 – 22, 2021 2D1N (3 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

C.5 RT-PCR Test

- RT-PCR Test for 9 (nine) pax by a DOH-Accredited Facility 1-2 days prior travel

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **THREE HUNDRED NINETY-FOUR THOUSAND FOUR HUNDRED TWENTY PESOS ONLY (PHP 394,420.00)** 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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