

TERMS OF REFERENCE

Tourism Live Inventory and Statistics of Tourist Arrivals (TourLISTA) Web App Caravan for Palawan Tourism Stakeholders

I. Objectives:

- To increase the number of accommodation establishment and tourist attraction users in the TourLISTA web app
- To provide technical assistance to tourism enterprises on the basic tourism statistics and the use of TourLISTA web app
- To increase the number of arrivals by consolidating timely, reliable and comparable tourism statistics
- Establish a rapport with the stakeholders and to come up with a unified date of submission

II. Scope of Service:

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

1. Service Provider should be a DOT-Accredited Tour Operator
2. Inclusive Date: September 20-23, 2022
3. Amenable to send-bill arrangement/government procedure
4. 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.
5. Tour Operator must be based in the Province of Palawan

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 dot4b.bacsecretariat@gmail.com/ tdd.mimaropa@gmail.com

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the training that will be conducted.

1. Training Venue

- Each venue should be able to accommodate a maximum of 30 pax giving due consideration to the minimum health and safety protocols, *to wit:*
 - ✓ September 21- Brooke's Point, Palawan (half day)
 - ✓ September 22- Puerto Princesa City (whole day)
- Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

2. Meals

Requirements for meals shall include the following:

On-Session meals

- Should be able to provide AM or PM snack of participants during the half day training
- With free flowing coffee/tea during the training
- ✓ September 21- Brooke's Point for 30 pax (AM snack)
- ✓ September 22- Puerto Princesa City for 60 pax (AM and PM Snack)
- ✓

Off-session Meals

- ✓ Breakfast, Lunch, and Dinner good for 4 days for three (3) persons (September 20-23, 2022)

3. Transportation

Van Hire

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, alcohol (sanitation kits) and first aid kit;
- Should be able to provide one (1) van to transfer from Puerto Princesa City to Brooke's Point and vice versa
- Should be able to provide one (1) van to transfer from accommodation to venue within Puerto Princesa City

Airfare

- Manila – Puerto Princesa
 - ✓ September 20, 2022 for 2 pax with 20kgs baggage allowance each
- Puerto Princesa – Manila
 - ✓ September 23, 2022 for 2 pax with 20kgs baggage allowance each

4. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:

- ✓ September 20-21, 2022 2D1N (3 pax) in Brooke's Point, Palawan
- ✓ September 21-23, 2022 3D2N (2 pax) in Puerto Princesa City
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **One Hundred Thousand Forty Pesos Only (P100,040.00)**, inclusive of taxes and fees.

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.

V. 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.

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