

OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION

TERMS OF REFERENCE

- I. Project Title : GROUND HANDLING SERVICES FOR THE ONSITE VALIDATION OF ASEAN NOMINEES TO THE 2023 ASEAN TOURISM STANDARDS AWARDS IN REGION IVB AND REGION X**

II. Purpose/Objective

The Office of Tourism Standards and Regulation is in need of the services of a Travel and Tour Agency/Travel Agency/Tour Operator in the Philippines engaged in the business of ground handling, and or coordination with different tourism establishments.

1. To conduct onsite validation of ASEAN Nominees to the 2023 ASEAN Tourism Standards Awards.

III. Minimum Requirements for Suppliers

- Must be a DOT accredited Travel and Tour Agency/Travel Agency/Tour Operator
- Tickets are refundable and rebookable
- Regular fare (not promo fare)
- Must be willing to provide services on a send-bill arrangement

IV. Scope of Work and Deliverables

LOT I. PUERTO PRINCESA CITY, PALAWAN SITE VALIDATION - Php 34,891.20

A.1 Airline Tickets

FLIGHT DETAILS	PASSENGER DETAILS	REQUIREMENTS
October 22, 2022 CEB-PPS 11:00 AM – 12:40 PM	1. NAME: MARISSA VICTORIA C. CLAUSTRO (a) Birthday: November 11, 1971 (b) Email: mariz.claustro@gmail.com (c) Contact Number: 09279001725 / 09092088999 / 09669587451 (d) Get Go No.:3002266702 (e) Mabuhay Miles: 380729613	Inclusive of: <ul style="list-style-type: none">• 20 kilos baggage allowance• Travel Insurance
October 23, 2022 PPS-MNL 07:10 AM – 08:30 AM	2. NAME: ANGELICA PAULA S. LAPEÑA (a) Birthday: March 13, 1996 (b) Email: angellapena.dot@gmail.com (c) Contact Number: 0995 766 8655 (d) Get Go No.: 8110008000176381 (e) Mabuhay Miles: 00227867905	

A.2 Transportation Requirements – Van Hire

Date	Van	Destination	Inclusions	Remarks
October 22, 2022	1	- Airport to Hotel - Within Puerto Princesa City	- Whole Day Use of Vehicle - Airport Transfers - Provision of Gasoline - Parking Fees - RT-PCR Test for Driver before site validation, if required	- 2 Personnel from SDD - 1 R4B Accreditation Officer
October 23, 2022		- Hotel to Airport		

A.3 Hotel

Date	Location	Number of Rooms	Remarks
October 22-23, 2022	Puerto Princesa City	One (1) Twin-Sharing Room	- 2 Personnel from SDD

A.4 Itinerary per Day

Date/Time	Itinerary/Activity	Remarks
Day 1: October 22, 2022 (Saturday)		
11:00 AM – 12:40 PM	ETD Cebu to Puerto Princesa City, Palawan	via Airplane
12:40 PM – 1:40 PM	Lunch	
1:40 PM – 2:10 PM	To Caltex, Irawan	via Van Hire
2:10 PM – 5:00 PM	Caltex, Irawan	Public Toilet Inspection
6:00 PM onwards	Hotel Check-in and Dinner	
Day 2: October 23, 2022 (Sunday)		
04:30 AM onwards	Hotel Check-out	
	Hotel to Airport	via Van Hire
07:10 AM – 08:30 AM	ETD Puerto Princesa Airport to Manila	via Airplane
9:00 AM	ETA Manila	

A.5 Meal Requirements – Meals Per Day

Date	Location	Meals	Pax	Remarks
October 22, 2022	Puerto Princesa City	Lunch	Four (4)	- 2 Personnel from SDD - 1 R4B Accreditation Officer - 1 Driver
		Dinner	Four (4)	
October 23, 2022		Breakfast	Two (2)	- 2 Personnel from SDD

LOT II. CAGAYAN DE ORO, MISAMIS ORIENTAL SITE VALIDATION – Php 26,787.20**B.1 Airline Tickets**

FLIGHT DETAILS	PASSENGER DETAILS	REQUIREMENTS
October 22, 2022 CEB-CGY 08:00 AM – 09:00 AM	1. NAME: PRECY-SALVACION T. AGUINALDO (a) Birthday: January 16, 1971 (b) Email: precy_aguinaldo@yahoo.com (c) Contact Number: 09195803802 (d) Get Go No.: NA (e) Mabuhay Miles: NA	Inclusive of: <ul style="list-style-type: none">• 20 kilos baggage allowance• Travel Insurance
October 23, 2022 CGY-MNL 10:55 AM – 12:25 PM	2. NAME: SHARLEMAGNE S. VALDEZ (a) Birthday: May 7, 1995 (b) Email: sharlemagnevaldez@gmail.com (c) Contact Number: 09175900507 (d) Get Go No.: 8110002007055367 (e) Mabuhay Miles: 372442114	

B.2 Transportation Requirements – Van Hire

Date	Van	Destination	Inclusions	Remarks
October 22, 2022	1	- Airport to Hotel - Within Cagayan de Oro, Misamis Oriental	- Whole Day Use of Vehicle - Airport Transfers - Provision of Gasoline - Parking Fees - RT-PCR Test for Driver before site validation, if required	- 2 Personnel from SDD - 1 Region X Accreditation Officer
October 23, 2022		- Hotel to Airport		

B.3 Hotel

Date	Location	Number of Rooms	Remarks
October 22-23, 2022	Cagayan de Oro, Misamis Oriental	One (1) Twin-Sharing Room	- 2 Personnel from SDD

B.4 Itinerary per Day

Date/Time	Itinerary/Activity	Remarks
Day 1: October 22, 2022		
08:00 AM – 09:00 AM	ETD Cebu to Laguindingan Airport	via Airplane
9:30 AM – 10:40 AM	To High Ridge Restaurant	via Van Hire
10:40 AM – 12:00 NN	High Ridge Restaurant	Public Toilet Inspection
12:00 NN – 1:00 PM	Lunch	
1:00 PM onwards	Continuation of site inspection	
6:00 PM onwards	Hotel Check-in and Dinner	
Day 2: October 23, 2022		
07:00 AM	Hotel Check-out	
	Hotel to Airport	via Van Hire
10:55 AM – 12:25 PM	ETD Laguindingan Airport to Manila	via Airplane
12:30 PM	ETA Manila	

B.5 Meal Requirements – Meals Per Day

Date	Location	Meals	Pax	Remarks
October 22, 2022	Cagayan de Oro, Misamis Oriental	Lunch	Four (4)	- 2 Personnel from SDD - 1 Region X Accreditation Officer - 1 Driver
		Dinner	Four (4)	
October 23, 2022		Breakfast	Two (2)	- 2 Personnel from SDD

V. APPROVED BUDGET FOR THE CONTRACT

Lot No.	Amount
Lot I – Puerto Princesa City	Php 34,891.20
Lot II – Cagayan de Oro	Php 26,787.20
Grand Total	Php 61,678.40

Inclusive of VAT and other taxes

VI. PAYMENT PROCEDURE

- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account and other payment documents after the site validations have been completed.
- Payment shall be based on actual expenses incurred but not to exceed **Sixty-One Thousand Six Hundred Seventy-Eight and Forty Centavos Only (P61,678.40)** for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.


VII. PROJECT OFFICER/CONTACT PERSON


Ms. PRECY-SALVACION T. AGUINALDO /Ms. SHARLEMAGNE S. VALDEZ
Standards Development Division
Office of Tourism Standards and Regulation

Trunk Line: (02) 8459-5200 to 30 Local 224
Mobile: 0919 580 3802 / 0917 590 0507
Email: sdd@tourism.gov.ph

NOTE: *The winning bid however, 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.*

Approved by:


VIRGILIO M. MACUIGAD, EnP
Director
Office of Tourism Standards and Regulation