

TERMS OF REFERENCE
Tour Operator/Ground Arrangements
National (Luzon) Ecotourism Strategic Action Plan (NESAP) Workshop
November 16-19, 2022

I. BACKGROUND/OBJECTIVE

The overall goal of the National Ecotourism Strategy (NES) is to develop and manage globally competitive ecotourism sites and products. The National Ecotourism Strategy and Action Plan (NESAP) 2013-2022 provides the roadmap for ecotourism development and promotion in the Philippines that contributes to pursuing inclusive growth through concerted efforts of its stakeholders. The NESAP was instrumental in advancing ecotourism programs and projects in the country, especially at the grassroots level.

In preparation for the successor Plan to sustain ecotourism development in the country, a National Ecotourism workshop will be conducted. Participants will be the Regional Ecotourism Council for each region and other private stakeholders. Results will serve as inputs in formulating the National Ecotourism Strategy and Action Plan for 2023 – 2028. In addition, the services of a tour operator need to be procured by the Department to facilitate the conduct of ground arrangements of the National Ecotourism Workshop.

II. DELIVERABLES

1. Accommodation

- Must be DOT Accredited Hotel
 - Preferably inside the Clark Freeport Zone, Angeles Pampanga
 - All rooms must be inclusive of breakfast, complimentary Wi-fi access on all rooms and public areas, and drinking water/coffee/tea
 - Rate for room @ Php 1,800.00 per room/night
 - Room Quantity: **38 twin sharing rooms**
 - Number of nights: Two (2) nights
 - Check In: 16 November 2022
 - Check Out: 19 November 2022
-
- Sub-Total Amount: **Php 136,800.00**
- Rate for room @ Php 1,800.00 per room/night
 - Room Quantity: **22 twin sharing rooms**
 - Number of nights: Three (3) nights
 - Check In: 16 November 2022
 - Check Out: 18 November 2022
-
- Sub-Total Amount: **Php 118,800.00**

2. Venue and Meals

- Must be same or adjoining DOT Accredited Hotel
- Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
- Must include the following services and amenities at the function room:
 - Free flowing coffee and tea
 - Mint/candies/chips
 - Complimentary conference Wi-Fi access
 - PA system
 - 5 wireless microphone
 - Whiteboard, flipchart, marker, and eraser
 - Paper / notepad and pencil
- Inclusive of full board meals for 110 pax (plated AM and PM snack, buffet lunch)

and dinner) on 16-18 November 2022:

- 16 November 2022 (plated AM & PM snack, buffet lunch and dinner)
- 17 November 2022 (plated AM & PM snack, buffet lunch and dinner)
- 18 November 2022 (managed buffet dinner for 30 pax validation team)

Sub-Total Amount: Php 600,600.00

3. Transportation

- Must be DOT Accredited Tourist Transport
- Must provide two (2) unit of air-conditioned van to be used on 16 – 19 November 2022
- Provision of focal person/dispatcher
- Departure date and time from DOT Makati: 16 November 2022 at 10:00 A.M.
- Departure date and time from Clark Freeport Zone, Angeles Pampanga: 19 November 2022 at 2:00 PM
- Inclusive of fuel, parking fees, accommodation and meals of drivers
- Rate of van Php 10,000.00/per day x 4 days

Sub-Total Amount: Php 80,000.00

4. Technical Tour to an Ecotourism Site

- Day tour for 30 pax to Mt. Pinatubo on 18 November 2022.
- Must include the following:
 - Packed lunch
 - 4x4 Pick up
 - Tour guide
 - Entrance/environmental fees, etc.

Sub-Total Amount: Php 63,000.00

5. Others

- Tour operator must be DOT Accredited
- Must be willing to provide services on a send bill arrangement, inclusive of all applicable taxes and government procedure
- Must be compliant to the DOT Guidelines Governing the Operations of Travel and Tour Agencies under the New Normal as stated in DOT MC No.2020-008

Approved Budget for Contract: PhP 999,200.00

Contact Person:

 
MR. ADRIAN CRUZ / MS. LARALIZA BAGAYAN

Tourism Development Planning Division

Contact No.: 459-5200 to 30 local 516

Email Address: aecruz@tourism.gov.ph; llbagayan@tourism.gov.ph;
tdpd@tourism.gov.ph

Approved by:


MR. RAMIL S. BASUEL

OIC Chief

Tourism Development Planning Division