

TERMS OF SPECIFICATIONS
Tour Operator/Ground Arrangements
NESAP 2023-2028 Mindanao Cluster Regional Consultation/Workshop
Region 10 (Cagayan de Oro City)
December 14 – 17, 2022

I. BACKGROUND

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 series of regional workshops will be conducted. Likewise, the Mindanao Cluster Regional consultation/workshop will be conducted in Cagayan de Oro on December 14-17, 2022. 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 is needed for the implementation of the said workshop.

1. Accommodation

- Must be DOT Accredited Hotel with a 3-star or above rating
- Must be located in Cagayan de Oro City
- 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 3,240.00 per room/night
 - Room Quantity: **10 Triple Sharing Rooms**
 - Number of nights: Three (3) nights
 - Check In: 14 December 2022
 - Check Out: 17 December 2022
 - Sub-Total Amount: Php 97,200.00

- Rate for room @ Php 3,240.00 per room/night
- Room Quantity: **10 Triple Sharing Rooms**
- Number of nights: Two (2) nights
- Check In: 14 December 2022
- Check Out: 16 December 2022
- Sub-Total Amount: Php 64,800.00

2. Venue Rental and Meals Package

- Must be the same or adjoining the hotel accommodation.
- Can accommodate 60 pax with banquet style or classroom type set up
- Must include the following services and amenities at the function room:
 - Strong internet or Wi-Fi connection
 - Free flowing coffee, tea, and water

- Mint/candies/chips
 - Complimentary conference Wi-fi access
 - PA / AV system
 - Basic sound system
 - LCD projector and screen
 - Extension cords
 - 3 wireless microphone
 - Whiteboard, flipchart, marker, and eraser
 - Paper / notepad and pencil
 - Stand-by banquet staff and technical personnel
 - Table for secretariat and registration area
 - Use of function room could be extended in case the activity exceeded the allotted number of hours
 - Complimentary car coupons/reserved parking
 - Must be able to accommodate 60 pax and guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
 - Provision of Meals:
 - 14 December 2022
 - AM and PM Snack Buffet Lunch for 60 pax (inclusion of venue rental)
 - Buffet Dinner for 60 pax
 - 15 December 2022
 - AM and PM Snack Buffet Lunch for 60 pax (inclusion of venue rental)
 - Buffet Dinner for 60 pax
 - 16 December 2022
 - Lunch and Dinner for 60 pax
- Sub-Total Amount: Php 180,720.00

3. Transportation

- Must be DOT Accredited Tourist Transport in Cagayan de Oro
- Must provide three (3) unit of air-conditioned van to be used on 14 – 17 December 2022
- Must provide disinfection/safety kit and bottled water
- Provision of focal person/dispatcher
- Inclusive of fuel, toll and parking fees, accommodation and meals of drivers etc.
- Rate of van Php 4,500.00/per day x 3 days

Sub-Total Amount: Php 40,500.00

4. Technical/Validation Tour to an Ecotourism Site

- Day tour for 25 pax to Cagayan de Oro White Water Rafting on 16 December 2022.
- Must include the following:
 - Hotel pick-up/Transportation
 - Safety Gears
 - Certified River Tour guide
 - Entrance/environmental fees, etc.

Sub-Total Amount: Php 30,000.00

5. Roundtrip Airfare Tickets

- Must provide five (5) roundtrip domestic air tickets
 - Route: Manila – Cagayan de Oro – Manila

- Date: December 14-17, 2022
- Name of Pax: Name of passengers and itinerary will be provided upon final confirmation
- Inclusive of the following:
 - 7 kgs. hand-carry baggage (per pax per way)
 - 20 kgs. check-in baggage (per pax per way)
- Regular Economy Fare
- Ticket must be direct flight, rebookable, and refundable
- Inclusive of airport/terminal fees, travel tax, aircraft fuel cost, rebooking and cancellation fees, ground handling fees, and other logistics required
- Include Travel Insurance with COVID 19 Provision
- Show breakdown of quotation
- Payment will be made based on the number of tickets issued.

Sub-Total Amount: Php 82,593.00

6. Others

- Tour operator must be DOT accredited
- Must be flexible to make adjustments in schedules
- Tour operator must be willing to provide services on a send-bill arrangement
- 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

7. Approved Budget for the Contract and Mode of Payment

The approved budget for the contract is **Four Hundred Ninety-Five Thousand, Eight Hundred Thirteen Pesos (PhP495,813.00)** inclusive of all applicable taxes, Government Procedure.

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