

TERMS OF REFERENCE
CENTRAL PHILIPPINES TOURISM EXPO 2023 | GROUND HANDLING
June 14 – 19, 2023 | Iloilo City, Western Visayas, Philippines

Objectives:

1. Showcase the rich culture, natural wonders, and tourism assets of each of the Central Philippine regions through a 3-day travel trade exposition and promote the various destinations and its existing and new tourism products.
2. Increase tourism arrivals through Domestic Tourism
3. Engage with tourism stakeholders and local government units in the marketing and promotional efforts of the Department

I. Scope of Service

The service provider should be able to provide the transportations, transfers, and hosted meals with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: June 14 - 19, 2023
- 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 MIMAROPA Region

B. Documentary Requirements

1. Mayor's/Business Permit
2. DTI/SEC Permit
3. Proof of PhilGEPS Registration
4. Omnibus Sworn Statement
5. DOT Accreditation Certificate

C. Specific Requirements

1. Transportation (Airfare)

- Roundtrip flight ticket with 20 kgs baggage allowance per pax to MNL-ILO-MNL for ten (10) pax (June 14 – 19, 2023)
- Roundtrip flight ticket with 20 kgs baggage allowance per pax to MNL-ILO-MNL for thirty-five (35) pax (June 15 – 19, 2023)

2. Transportation (Van Hire)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits);
- Must conform to the following itinerary:
 - > Whole day of 1 unit of van (12 hours) within Iloilo City on June 14, 2023
 - > Whole day of 4 units of van (12 hours) within Iloilo City on June 15 - 19, 2023

3. Venue and Meals

- Managed dinner buffet for 125 pax on June 17, 2023 (Date TBC)
- Venue must be located within Iloilo City and must be DOT Accredited Accommodation Establishment or MICE Venue Facility
- Venue must have a maximum capacity of 250pax
- Meeting Package Inclusions:
 - ✓ With 7x11 LED wall and stage
 - ✓ With professional lights and sounds rental for big events
 - ✓ Complimentary wireless internet access
 - ✓ Podium and microphones
 - ✓ Round tables and chairs with cloth and candies and mints
 - ✓ Free flowing of water and coffee

5. Courier

- 150kgs of exhibition collaterals must be transported to Iloilo City from MIMAROPA or Makati City before the event proper

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **NINE HUNDRED SEVENTY-TWO THOUSAND THREE HUNDRED THIRTY-FIVE PESOS (₱972,335.00)** 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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