

**OFFICE OF TOURISM STANDARDS AND REGULATION**  
**STANDARDS DEVELOPMENT DIVISION**

**TERMS OF REFERENCE**

**I. Project Title : GROUND HANDLING SERVICE FOR THE SITE VALIDATION OF TERTIARY HOSPITALS FOR MEDICAL TOURISM IN CEBU CITY**

**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 site validation of Tertiary Hospitals for Medical Tourism to determine the applicability of the indicators proposed in the draft accreditation standards.
2. To explore new features, elements and best practices for possible adoption to improve the draft standard.

**III. Minimum Requirements for Suppliers**

- Must be a DOT accredited Travel and Tour Agency/Travel Agency/Tour Operator
- Must be willing to provide services on a send-bill arrangement

**IV. Scope of Work and Deliverables**

**CEBU CITY SITE VALIDATION**

**A.1 Transportation Requirements – Van Hire**

Date	Destination	Inclusions
April 24, 2024	○ Cebu City proper	- Whole Day Use of Van - Provision of Gasoline - Parking Fees - Toll Fees
April 25, 2024	○ Chong Hua Hospital ○ Perpetual Soccour Hospital ○ Cebu Doctors' University Hospital	
April 26, 2024	○ Cebu City proper	

## A.2 Accommodation

Date	Location	Number of Rooms	Pax	Inclusions	Remarks
April 24 – 26	Cebu City	Two (2) Twin Sharing Room	3	- Parking Slot for the Van Hire	- 3 Personnel from SDD

## A.3 Meal Requirements – Meals Per Day

Date	Location	Meals	Pax	Remarks
April 24 – 26	Cebu City	Breakfast	Five (5)	-3 Personnel from SDD
		Lunch	Five (5)	-1 DOT-R7 Accreditation Officer
		Dinner	Five (5)	-1 Driver

## A.4 Conference Requirement

Date		Remarks
April 24, 2024	<b>Conference Room</b>	Use of Function Room, Basic Sound System, LCD Projector and Screen, Microphones, WiFi Access, and Free flowing coffee
	<b>Set meals for 10 pax</b>	Hospital Owners Hospital Associations

## V. APPROVED BUDGET FOR THE CONTRACT



**NINETY-SIX THOUSAND TWO HUNDRED SIXTY-SIX PESOS AND 62/100 ONLY  
(P96,266.62)**

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 **Ninety-Six Thousand Two Hundred Sixty-Six Pesos and 62/100 Only** 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 /Mr. JC JAN O. CUETO**  
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Office of Tourism Standards and Regulation 

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**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. MAGUIGAD, EnP**  
Director  
Office of Tourism Standards and Regulation