

## TERMS OF REFERENCE

- I. NAME OF PROJECT:** Service Arrangements for the Tourism Champions Challenge (TCC) Awardee 3-day Training - Sablayan, Occidental Mindoro on August 20 - 22, 2024
- II. IMPLEMENTATION:** August 19 - 23, 2024
- III. OBJECTIVES:**
- To equip participants with knowledge and understanding of designing exceptional tourist experiences.
  - To equip participants with the knowledge of creating service blueprints to outline tourism service processes.
  - To equip participants with the skill in product development - to cater to the identified market and incorporate local culture, heritage, and natural resources into the tourism offerings.
  - To develop feedback mechanisms and implement quality control measures to maintain high service standards.
- IV. MINIMUM REQUIREMENTS:**
1. Service provider should be a DOT-Accredited Tour Operator and have experience providing services to the DOT and other government agencies
  2. Amenable to send-bill arrangement/government procedure
  3. 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.
  4. Tour Operator must be based in the MIMAROPA and NCR Region

### Documentary Requirements:

1. Mayor's/Business Permit (Certified True Copy)
2. Proof of PhilGEPS Registration (Preferably with Platinum Registration)
3. Original or Certified True Copy of duly notarized Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI/SEC Permit
6. BIR Certification and updated Annual ITR

## V. SCOPE OF WORK/DELIVERABLES:

The following are the specific requirements to be delivered for the activity that will be conducted, to *wit*:

### A. Accommodation August 19 - 23, 2024

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for:
  - **August 19 - 22, 2024 (3 pax)** - 4 Days/3 Nights for DOT MIMAROPA Personnel and Resource Speaker (1 - TWN, 1 SGL) in Sablayan, Occidental Mindoro (Late Check-out around 6pm on August 22, 2024)

- **August 22 - 23, 2024 (3 pax)** Overnight for DOT MIMAROPA Personnel and Resource Speaker (1 - TWN, 1 SGL) in San Jose, Occidental Mindoro
  - Must have a stable Wifi connection
  - Must have a 24-hour Security
  - Must have an in-house restaurant
  - Must be near the identified site to be visited during the event
  - Must provide airport transfer on August 23 from Hotel to SJI airport.

**B. Meals - August 19 - 23, 2024**

- **August 19 - 23, 2024 (5 Days):** Should be able to provide Breakfast, Lunch, and Dinner for three (3) pax (*DOT MIMAROPA personnel and speaker*)
- **August 20 - 22, 2024 (3 Days)** - Should be able to provide AM Snack, Lunch, and PM Snack for thirty-five 35 pax (*TCC Training Participants*)

**C. Venue Rental - August 20 - 22, 2024**

- 9-hour use of the venue per day for training sessions and registration of participants
- Venue should be able to provide basic sound system, PA system and extension cords
- With free flowing coffee and water
- Provision of tables and chairs
- Must be near Sablayan Tourism Office

**D. Transportation - Van Hire - August 19 and 23, 2024 (1 unit) and August 21 (3 units)**

- **August 19 and 23, 2024** - Van transfer rental of one (1) air-conditioned van to transfer from San Jose, Occidental Mindoro to Sablayan, Occidental Mindoro (August 19) and vice versa (August 23) with stored supplies of face mask, umbrella, water, and first aid kits (*For two (2) DOT MIMAROPA personnel and one (1) speaker*)
- **August 21, 2024** - Whole day rental of three (3) air-conditioned 16-seater Van for Field Practical Assessment from and to Sablayan, Occidental Mindoro to any part of Occidental Mindoro.

**E. Miscellaneous**

- Should be able to provide communication/load allowance to project officers

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Total budget allocation is **One Hundred Eighty-Two Thousand Eight Hundred Pesos (Php 182,800.00)** inclusive of taxes and fees.

The winning bid 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.

## **VII. 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.

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