

## **TERMS OF REFERENCE (TOR)**

### **Procurement of Tour Operator**

#### **TPB's CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM 2016**

##### **PROJECT:**

Tourism Promotions Board (TPB) will be spearheading the 2<sup>nd</sup> Corporate Social Responsibility (CSR) Program on 22-25 October 2016 in the province of Palawan.

##### **OBJECTIVES:**

This project requires the engagement of a tour operator for the provision of accommodation, transportation, tour services and required products and services for Corporate Social Responsibility (CSR) activities.

##### **REQUIREMENTS AND CONDITIONS:**

- Must be DOT-Accredited.
- Must have an existing credit line with TPB or would allow send-bill arrangement.

**APPROVED BUDGET CONTRACT:** Php 375,000 inclusive of all applicable taxes

#### **I. ACCOMMODATIONS & TOUR GUIDE SERVICES**

- a. TIMEFRAME: 2 days;1 night (accommodation; El Nido)/ 4 days (guide)
- b. REQUIREMENTS AND CONDITIONS:
  - Preferably DOT-Accredited.
  - Must be located based on the program itinerary
  - Tour Services: package should include
    - 1 guide per vehicle, must be knowledgeable about the areas and activities to be covered in the itinerary
    - Applicable entrance and environmental fees within Palawan as well as Underground River Tour and boat rental
    - Accommodation and meals of tour guides is c/o winning bidder

- Room Requirement
  - Maximum room requirement: 12 rooms based on twin sharing
  - Inclusive of daily buffet breakfast for two per room
  - Provision of daily complimentary bottled mineral water for 2 pax
  - Preferably with WiFi access per room
  - Air-conditioned room
  - Hot and Cold shower
  - Bath towel and toiletries for 2 pax/room
  - Preferred Resort: Ipil Suites
- Other Requirements
  - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.

## **II. LAND TRANSPORTATION**

- a. TIMEFRAME: 4 Days / 3 Nights
- b. REQUIREMENTS AND CONDITIONS:
  - Drivers must be familiar with the areas indicated in the attached itinerary.
  - Package should include gasoline and parking fees, Accommodation of drivers is c/o winning bidder (from airport pick-up to drop-off at airport)
  - Vehicle Requirement
    - Model: Not later than 2014 (Coaster) Toyota HI Ace/ Grandia/ Hyundai Starex – Not later than 2014 (Van)
    - Maximum seat requirement: 24 pax (Coaster) 10 pax (Van) \*3 vans
    - Good working condition
    - Air-conditioned
  - Other Requirements
    - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.

## **III. TO COVER THE COST FOR LITER OF LIGHT PROJECT**

- a. TIMEFRAME: 24 October 2016
- b. REQUIREMENTS AND CONDITIONS:
  - To cover the cost for the liter of light project in Palawan
  - Provision of 50 lights/lamps

- Provision of 25 Liter of Light Tshirts
- Roundtrip airfare and land transfers of 2 pax from Liler of Light
- Overnight accommodation for 2 pax
- Shipment of lights/lamps from Manila – El Nido, Palawan via 2Go or LBC
- TPB with previous arrangements with Mr. Illac Diaz-founder and Franz Suico from Liler of Light Project
- Other Requirements
  - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.

#### **IV. TO COVER THE COST FOR IP VISIT**

- a. TIMEFRAME: 24 October 2016
- b. REQUIREMENTS AND CONDITIONS:
  - To cover the cost for the seminar/lessons regarding hygiene for IPs
  - Food for IP's Boodle Fight Ceremony
  - 50 pcs. Hygiene Kit (soap, toothbrush, toothpaste, shampoo, conditioner,etc.)
  - Prices for Fun Games (15)
  - Other Requirements
    - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.

#### **V. TO COVER THE COST FOR WATER ACTIVITIES AND BOTTLED WATER ON BOARD**

- a. TIMEFRAME: 22-25 October 2016
- b. REQUIREMENTS AND CONDITIONS:
  - To cover the cost for the water activities as part of CSR (coral assessment, snorkelling gears (23 pax) and boat rental in El Nido \*25 October
  - Provision of bottled water
  - Other Requirements
    - Any other arrangements that may be mutually agreed upon by the TPB and the service provider.