

TERMS OF REFERENCE (TOR)

PROCUREMENT OF TOUR OPERATOR REQUIREMENTS FOR THE TPB's CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM 2018 - BANAUE LEG -

PROJECT:

The Tourism Promotions Board (TPB), in its commitment in pursuing green and sustainable tourism, included in the Corporation's annual work program the conduct of **Corporate Social Responsibilities (CSR)** activities through its **Fun Goes Green Program**. On its 4th year now, this endeavor aims to engage its employees in activities that will uphold environmental and cultural preservation as well as increase the awareness among its tourism stakeholders that will result to greater respect and deeper appreciation of nature and Filipino culture and heritage.

OBJECTIVES:

This project requires the engagement of a tour operator for the provision of accommodation, transportation, tour coordinator and other arrangements for conduct of the Banaue Leg of the 2018 CSR Program scheduled on 15-18 July 2018.

I. ACCOMMODATION

CHECK-IN	CHECK-OUT	ACCOMMODATION PROPERTY	No. of Rooms/Room Configuration	REMARKS
15 July 2018	16 July 2018	Banaue Hotel (1 st call)	9 rooms (4 twin/5 triple)	Secure storage area for baggage to be left behind for 2 nd call
16 July 2018	17 July 2018	Homestay at Cambulo Village		<ul style="list-style-type: none">Arrangement with homestay property c/o TPB and Black Pencil Project to be turn

				over to the winning bidder <ul style="list-style-type: none"> • Payment c/o Tour Operator • Estimated cost of Php 500.00/pax including breakfast
17 July 2018	18 July 2018	Banaue Hotel (2 nd call)	9 rooms (4 twin/5 triple)	

REQUIREMENTS AND CONDITIONS:

- Must be DOT Accredited
- Inclusive of daily breakfast for all check-in guests
- Daily provision of clean drinking water for all check-in guests
- Hot and Cold shower (if available in the area)
- Bath towel and toiletries

II. LAND TRANSPORTATION

Particulars	Banaue Leg
TIMEFRAME	4 DAYS
PICK-UP/DROP OFF POINT	LEGASPI TOWER 300
NO. OF VEHICLES	3
MODEL/TYPE OF VEHICLES	TOYOTA HI ACE/ HYUNDAI STAREX VAN MODEL– NOT OLDER THAN 2015

REQUIREMENTS AND CONDITIONS:

- Must be DOT-accredited Tourist transport provider
- Drivers must be familiar with the areas indicated in the itinerary
- Package should include gasoline, toll fees and parking fees
- Accommodation and meals of drivers is c/o winning bidder
- Vehicle Requirement
 - Good working condition
 - Air-conditioned

III. SPECIAL ARRANGEMENTS

Particulars	Banaue
Timeframe	17-18 July 2018
Name of Activities	Adopting Rice Terraces/Community Emersion
Requirements and Conditions	To cover the cost for the following: <ul style="list-style-type: none">• Materials for adoption of rice terraces/stone-walling of rice terraces• Mural painting of 2 ply woods for the Cambulo Village stage• Rehabilitation of Ifugao House• Lunch meal for volunteers (minimum 40 pax)• Provision of at least two (2) chartered jeepney (Php 2,500.00/way x 2 units)
Budget for this activity	Php 50,000.00
Remarks	Arrangements c/o TPB and Black Pencil Project to be endorsed to Tour Operator

IV. APPROVED BUDGET FOR CONTRACT

Two Hundred Fifty-Three Thousand Pesos (PHP 253,000.00) inclusive of all applicable taxes

ADDITIONAL REQUIREMENTS AND CONDITIONS:

- DOT-accredited establishment engaged in the business as travel and tour operator for at least three (3) years at the date and time of the opening of bids
- Tour coordinator with at least three (3) years of experience (provide TPB their curriculum vitae)
- Reservation of restaurant/meal venues of the team is part of the responsibility of the tour coordinator
- Must have an existing credit line with TPB or would allow send-bill arrangement

- Must submit detailed breakdown of expenses as an attachment to invoice/statement of account

INVITATION TO SUPPLIERS:

- The proposals shall include itemized costs of the basic tour components
- The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR.

TERMS OF PAYMENT

- TPB may allow an advance payment of up to fifteen percent (15%) of the total cost upon approval of arrangements provided tour operator can issue bank guarantee letter equivalent to the requested advance payment
- Remaining balance shall be paid 30 days upon the receipt of the Statement of Account

PROJECT OFFICERS/CONTACT PERSONS

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