

## TERMS OF REFERENCE (TOR)

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### PROCUREMENT OF THE SERVICES OF A TOUR OPERATOR FOR THE CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM *SURIGAO DEL SUR LEG*

#### PROJECT:

The Tourism Promotions Board (TPB), in its commitment of pursuing green and sustainable tourism, initiated the conduct of Corporate Social Responsibility (CSR) Program in 2015 to create deeper environmental awareness and provide assistance to communities as partners in spreading sustainable tourism. Since 2017, TPB has been partnering with selected non-governmental organizations (NGOs) to create CSR projects with more effective, long-term and sustainable impact to its target recipients. For this leg, TPB has partnered with Haribon Foundation to pioneer the implementation of the Biodiversity on Wheels (BOW) Program in selected schools in Surigao del Sur. The BOW Program aims to increase the awareness of the youth on biodiversity conservation through interactive discussion, storytelling, environmental pledging, and other creative activities. A total of 22 TPB volunteers, together with two travel bloggers and one PR specialist, will participate in the activities.

Venue: Surigao del Sur

Ocular Inspection: 27-28 August 2018 (tentative date)

CSR Implementation: 24-27 September 2018

#### OBJECTIVES:

This project requires the engagement of a tour operator for the provision of roundtrip domestic air tickets, room accommodation, land transportation and other arrangements needed for the implementation of the CSR Program in Surigao del Sur.

#### I. AIR TRANSPORTATION

##### ➤ Ocular Inspection

Particulars	Ocular Inspection
Number of Participants	Two (2) pax
Departure	27 August 2018 MNL:CEB 04:10 – 05:35 5J 563 / Terminal 3 CEB:TDG 07:40 – 09:00 DG 6951
Return	28 August 2018

<b>Particulars</b>	<b>Ocular Inspection</b>
	BXU:MNL 18:15 – 19:55 5J 788
Baggage Allowance per way	10 kgs. per pax

➤ CSR Implementation

<b>Particulars</b>	<b>CSR Implementation</b>
Number of Participants	25 pax
Departure	24 September 2018 MNL: BXU 04:55 – 06:20 PR 2967 / Terminal 3
Return	27 September 2018 BXU:MNL 12:50 – 14:35 5J 794
Baggage Allowance per way	20 kgs. per pax

**REQUIREMENTS AND CONDITIONS:**

- Regular economy and rebookable domestic airline tickets
- Name of passengers to be provided at the latest ten (10) calendar days prior to departure
- Online check-in of the participants prior to the scheduled departure time

**II. ROOM ACCOMMODATION**

➤ Ocular Inspection

<b>Particulars</b>	<b>Ocular Inspection</b>
Check-in	27 August 2018
Check-out	28 August 2018
Total No. of Room	one (1) room
Room Configuration	Twin-sharing
Preferred Establishment	located within Tandag City, Surigao del Sur

➤ CSR Implementation

<b>Particulars</b>	<b>CSR Implementation</b>
Check-in	24 September 2018
Check-out	27 September 2018
Total No. of Rooms	nine (9) rooms
Room Configuration	Triple-sharing
Total No. of Room Nights	27 room nights

<b>Particulars</b>	<b>CSR Implementation</b>
Preferred Establishment	located within Tandag City, Surigao del Sur

### **REQUIREMENTS AND CONDITIONS:**

- Preferably DOT-accredited accommodation establishment
- Should be amenable to provide a meeting room (free of charge) for a maximum of two (2) hours on 24 September 2018 (5:30pm-7:30pm- tentative time), with LCD projector and screen
- Inclusive of daily breakfast for all check-in guests
- Daily provision of bottled mineral water for all check-in guests
- Air-conditioned rooms
- Hot and Cold shower
- Bath towels and toiletries
- Free wifi use for all check-in guests (at least inside the room)

### **III. LAND TRANSPORTATION**

#### ➤ Ocular Inspection

<b>Particulars</b>	<b>Ocular Inspection</b>
Timeframe	27-28 August 2018 Two days, 8-12 hours per day
No. of Vehicle	One (1) Van/Car
Manila Airport Transfer (27 August 2018)	Legaspi Towers 300, Roxas Boulevard, Manila to NAIA Terminal III
Manila Airport Transfer (28 August 2018)	NAIA Terminal III to Legaspi Towers 300, Roxas Boulevard, Manila
Surigao del Sur Transpo Route (27 August 2018)	Tandag City Airport – different places in Surigao del Sur – Hotel
Surigao del Sur Transpo Route (28 August 2018)	Hotel – different places in Surigao del Sur – Bancasi (Butuan) Airport

#### ➤ CSR Implementation

<b>Particulars</b>	<b>CSR Implementation</b>
Timeframe	24-27 September 2018 Four days, 8-12 hours per day
No. of Vehicle	Three (3) Vans
Model/Type of Vehicles	Toyota HI Ace/ Hyundai Starex Van model– Not older than 2015

<b>Particulars</b>	<b>CSR Implementation</b>
Manila Airport Transfer (24 September 2018)	Legaspi Towers 300, Roxas Boulevard, Manila to NAIA Terminal III
Manila Airport Transfer (27 September 2018)	NAIA Terminal III to Legaspi Towers 300, Roxas Boulevard, Manila
Surigao del Sur Transpo Route (24 September 2018)	Bancasi (Butuan) Airport – different places in Surigao del Sur - Hotel
Surigao del Sur Transpo Route (25-26 September 2018)	Hotel – different places in Surigao del Sur - Hotel
Surigao del Sur Transpo Route (27 September 2018)	Hotel – Bancasi (Butuan) Airport

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

- Preferably DOT-accredited tourist transport company
- Amenable to provide airport transfers to and from NAIA Terminal III
- Amenable to provide transportation to and from Bancasi (Butuan) Airport and different areas in Surigao del Sur (not only in Tandag City)
- Must be able to provide first-aid kit and hygiene kit (alcohol, wet wipes and hand sanitizer) on board
- Vans should have good and working air-conditioned units
- Vans should have proper, approved, and clean signages
- Drivers must be familiar with the areas that the group will visit (please see attached itinerary)
- Drivers should always be presentable and wearing proper uniform and company ID
- Drivers must be polite and cautious in driving
- Gasoline, toll, parking fees, and meals as well as accommodation (if needed) of the drivers are c/o Tour Operator

#### **IV. OTHER ARRANGEMENTS**

##### **a. Ocular Inspection Activities\***

##### **➤ Ocular Inspection of Hotels**

For this requirement, TPB is targeting to inspect three (3) prospect hotels:

- Villa Maria Luisa Hotel
- Two (2) other hotels as suggested by the tour operator (located near or within Tandag City). Suggested hotels should conform to the requirements and conditions stated in Article II of this TOR.

The inspection will focus on the following aspects:

- Rooms (superior rooms good for triple-sharing)
- Facilities
- Restaurants within the hotel and capacity to provide breakfast and dinner meals
- Meeting room and equipment (e.g. LCD projector with screens)

➤ Ocular Inspection of Restaurants

The following establishments shall be included in the ocular inspection:

- Goldbar Restaurant, Tandag City
- Cagwait Spacebar Beach Resort
- Three (3) other restaurants as suggest by the tour operator (located near or within Tandag City)

The inspection will focus on the following aspects:

- Menu
- Capacity to accommodate 25 pax for lunch/dinner
- Ambiance

➤ Ocular Inspection of Schools

This requirement shall be facilitated by Haribon Foundation, but will still need the assistance of the tour operator for providing land transportation.

\*Note: The tour operator shall coordinate with the selected establishments for granting permission to conduct an ocular inspection at their premises. Final dates of the ocular inspection shall be confirmed within the 2<sup>nd</sup> week of August 2018.

- Advance arrangements or reservations with the restaurants where the group will dine for lunch or dinner
- Provision of tour coordinator to accompany the group for the entire trip to ensure the smooth implementation of the program.

**V. ADDITIONAL REQUIREMENTS AND CONDITIONS:**

- DOT-accredited establishment engaged in the business as travel and tour operator for at least five (5) years at the date and time of bidding
- Proven expertise in handling tour requirements in Surigao del Sur (Please submit proof of previous group handled visiting Surigao del Sur).
- Sub-contracting of tour operator is allowed but should be DOT-accredited as well
- Tour coordinator with at least three (3) years of relevant experience (Kindly provide TPB his/her curriculum vitae)

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

**Five Hundred Seventy Two Thousand Pesos (PHP 572,000.00)**, inclusive of all applicable taxes.

**VII. TERMS OF PAYMENT**

- Supplier must be willing to provide services in a send-bill arrangement.
- Supplier must have a Landbank account. Payment will be made through LBP bank deposit.
- In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

**VIII. ELIGIBILITY REQUIREMENTS**

- Company Profile
- Philgeps Registration / Membership
- Certificate of Registration from Securities and Exchange Commission (SEC) or Department of Trade and Industry
- Valid and current Mayor’s permit / municipal license
- BIR Registration
- Income/ Business Tax Return
- Omnibus Sworn Statement

**IX. EVALUATION PROCEDURE**

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

**PROJECT OFFICERS/CONTACT PERSONS**

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