

TERMS OF REFERENCE (TOR)

MICE + E FAMILIARIZATION TRIP 10 and 12 December 2020

Procurement for the “Services of a Tourist Transport Company” for M.I.C.E. Participants *As of 01 December 2020*

I. BACKGROUND

The TPB will conduct a MICE Familiarization Trip to Bohol to be participated by MICE stakeholders in the country. This effort is part of the government’s initiative to gradually open up the economy, especially the tourism sector which is badly affected by the pandemic.

In particular, this effort will be in partnership with the Provincial Government of Bohol, allowing the destination to be promoted and considered for domestic MICE events while keeping in place the province’s travel, health and safety protocols.

The familiarization trip program will involve not only site inspection of MICE facilities and attractions, but it will likewise identify and possibly develop, the province’s products and services under the new normal. A consultation with Bohol stakeholders will culminate the program.

In this regard, the TPB is in need of the services of a Tourist Transport Company for the participants of the MICE + E Familiarization Trip from 10 and 12 December 2020.

| | |
|-----------------|--------------------------------------|
| Event | MICE + E FAMILIARIZATION TRIP |
| Inclusive Dates | 10, 12 December 2020 |
| Venue | Manila |
| Number of Pax | 34 pax |
| Number of Units | 7 vans |
| ABC | PHP140,000.00 |

II. TECHNICAL SPECIFICATIONS

LAND TRANSPORTATION / TRANSFERS IN MANILA

- Provision of seven (7) latest model / luxe / modern vans 2016 and above, preferably high roof vehicles
- Vehicle units must have enough space for participants to practice the recommended measurement for physical distancing of about 0.3 meters (5-6 pax each van)
- Vehicle units must have area or compartment for storage of guests’ luggage

ITINERARY

Post Tour

10 December 2020

- Transfers from the Ninoy Aquino International Airport (NAIA) to a designated hotel in Manila

12 December 2020

- Transfers from the hotel to guests' home addresses

III. SPECIAL REQUIREMENTS

- Vehicle units must be constantly and fully disinfected
- Drivers to be in direct constant coordination with TPB representatives
- Snacks on board, cold towels and distilled water
- Thermometer gun
- 70 percent solution alcohol or alcohol-based hand sanitizer
- Tissue paper / disposable wet wipes
- First Aid Kit on board the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc.)
- In case of rain, provision of raincoats and golf umbrellas
- Drivers must observe personal hygiene and proper grooming, wearing face masks and gloves provided by the transport operator
- An itinerary or trip ticket must be accomplished for every trip for proper documentation and reference
- A separate trash bag for all gloves, facemasks, PPEs, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle
- Tourist Transport must be using DOT-accredited vehicles with the latest model / luxe air-conditioned vans which must be clean, comfortable, sanitized and in good running condition
- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Driver must be wearing a company ID, polo barong or company uniform, well-groomed and punctual

IV. ELIGIBILITY REQUIREMENTS

- Must have tourist land transport / travel and tour operator accreditation with the Department of Tourism (DOT)

Documents to be submitted:

- Company Profile
- BIR Registration Certificate with TIN / Tax Income Return
- Valid Mayor's Permit / license to operate
- DTI Business Registration / SEC Certificate
- PhilGEPS accreditation certificate
- Ominibus Sworn Statement dated before the bid deadline

Other Requirements

Any other requirements that may be mutually agreed upon by the TPB and the supplier

V. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tourist transport companies to submit their bid proposals with TPB for the familiarization tour. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the **Lowest Calculated and Responsive Bid (LCRB)** provided that it does not exceed the ABC.

VI. ABC

The allotted budget is Php 140,000.00 (inclusive of all applicable taxes)

VII. TERMS OF PAYMENT

- Willing to accept “send bill” arrangement, within 30 calendar days upon completion of the service
- Billing should be based on the actual usage as agreed upon by both parties

VIII. PROJECT OFFICERS/CONTACT PERSONS

MS. JOCELYN CASIANO
MICE DEPARTMENT
Email address: joy_casiano@tpb.gov.ph
Tel. No: 8 525 9318 loc. 220

MS. MIKAELA FUENTES
MICE DEPARTMENT
Email address: mikaela_fuentes@tpb.gov.ph
Tel. No: 8 525 9318 loc. 220