

VIRTUAL PATA ADVENTURE TRAVEL CONFERENCE AND MART
25-27 May 2021 | Clark, Pampanga, Philippines

SITE INSPECTION | 11-12 MAY 2021 | CLARK, PAMPANGA

TERMS OF REFERENCE

PROCUREMENT OF SERVICES OF A TOURIST TRANSPORT OPERATOR
as of 29 April 2021

I. BACKGROUND

The PATA Adventure Travel Conference and Mart is normally a three-day niche event consisting of both conference and travel mart components. The event brings together tourism professionals from the public and the private sector to discuss the creation of new opportunities in promoting environmental protection and social sustainability, and address the issues faced by adventure travel, responsible, and sustainable tourism industries.

Due to the current situation, PATA is shifting the event into a two (2) day hybrid conference and travel mart in May 2021, consisting of four main parts:

1. Travel Mart: For Filipinos and international sellers with 60 local and international sellers and the same number of international buyers to match;
2. Conference: Online insights and educational sessions;
3. Networking: An online networking platform for all delegates to network and exchange their ideas;
4. Games and Destination Experiences: Online games and live destination experiences will be included in the program to provide delegates with incentives and entertainments.

In preparation for the PATA ATCM, the DOT-TPB Working Committee will conduct a site inspection of the event venue and coordination meetings with concerned entities in Clark on 11-12 May 2021 (Wednesday and Thursday).

In this regard, the TPB is in need of the services of a Tourist Transport Operator who can provide transportation and accommodation for the TPB official and staff.

II. SCOPE OF SERVICES

A. Transportation

1. Provide one (1) unit of air-conditioned van

Departure from Manila	11 May 2021, 7:00 AM	Three (3) passengers + luggage (from Manila to destination)
Destination	Pampanga - Clark and nearby areas	
Departure from Clark	12 May 2021, 1:00 PM	Three passengers + luggage (from destination to residence of the passengers: Mandaluyong City, Pasay City and Tanza, Cavite)

2. Other requirements

- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tourist transport operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tourist transport operator must find a replacement within one-hour.
- Van is maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Includes third-party liability insurance
- Equipped with safety belts for all seats
- Regularly checked for roadworthiness and safety
- Equipped with GPS or Waze
- Driver should have strong navigation skills
- Driver must have tested negative in the RT-PCR test
- Must have uniformed, presentable and trained driver
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- Must be kept clean and tidy throughout the travel
- Maximum use of 12 hours per day inclusive of overtime and driver's fee and overtime
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- With first aid kit on board including dry and wet tissues, alcohol, mineral water, mint
- Provision of umbrella on board
- Itinerary to be sent (subject to change without prior notice)

B. Additional requirement

Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units

III. ELIGIBILITY REQUIREMENTS

- A. Must be a Filipino-owned, operated and legally registered tourist transport operator / service provider under Philippine laws for the last 5 years;
- B. Must be a DOT-accredited tourism establishment;
- C. Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- DTI Business Registration/SEC Certificate or its equivalent
 - Mayor's Permit or License/Permit to Operate or its equivalent
 - BIR Registration with TIN
 - Philippine Government Electronic Procurement System (PHILGEPS) Certificate
 - Company profile
- D. Must have previously completed a minimum of three (3) projects for the past five (5) years in the tourist transport operations /business to government and private agencies and organizations

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **THIRTY-FOUR THOUSAND PESOS (PHP 34,000.00)** inclusive of applicable taxes.

V. TERMS OF PAYMENT

- Accepts send-bill arrangement
- Send bill to the Tourism Promotions Board; Final payment in 30 days upon receipt of invoice, billing and/or other pertinent documents

VI. CONTACT PERSONS

For particulars, please contact TPB-MICE Organizing Committee:

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