

SERVICES OF A TOUR OPERATOR

TERMS OF REFERENCE

Ocular Inspection of TPB and DOT-Branding and Marketing Communications
(Province of Marinduque)
13-17 July 2021

I. BACKGROUND

The island province of Marinduque is a heart-shaped island which lies between the Bondoc Peninsula at the south-eastern part of Luzon and the island of Mindoro. It is bounded by four bodies of water and is being eyed as the next “destination of choice” for those looking for a break from many months of quarantines due to the coronavirus pandemic.

Marinduque is best-known for the folk-religious Moriones Festival celebrated during Holy Week. Aside from its festive celebration during the Lenten Season, Marinduque offers pristine white beaches, heritage and cultural sites, food crawls, laid-back island vibes, caves for spelunking, unique environmental biodiversity which is home to wild orchids, butterflies and other endemic wildlife.

As of May 25 2021, the island province of Marinduque is under the most relaxed community quarantine status. And because of its open space, heritage and cultural spots, it attracts tourists. The island has only recorded 404 COVID-19 cases since the pandemic started which shows that they implement a strict border protocols to those entering the island.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for the ocular inspection of the province of Marinduque.

II. SPECIFIC REQUIREMENTS

A. Accommodation in Boac (3D/2N)

- Provide hotel accommodation (*5 single occupancy & 2 twin sharing rooms*) inclusive of **full board meals on** the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 13 July 2021	Boac	7
14 July 2021		7
15 July 2021		7
16 July 2021		7
Check out date: 17 July 2021		-
Total Room Nights		28 Room Nights

- Must be located in Boac, Marinduque
- Dates are subject to change without prior notice
- 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
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate or Provisional Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses

- Total cost of meals should be based on actual expense
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

B. Land Transportation

Date	Route	Number of Units
13 July 2021	Manila – Marinduque Around Marinduque *with pick-up in Metro Manila	2
14 July 2021	Around Marinduque	2
15 July 2021	Around Marinduque	2
16 July 2021	Around Marinduque	2
17 July 2021	Around Marinduque Marinduque-Manila *with drop offs in Metro Manila	2

- Dates are subject to change without prior notice
- 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
- Uniformed, presentable and trained drivers
- Van units 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 tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Vans are adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver’s fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver’s fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs, RORO fees and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze and charge units for phones
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

C. Ground Fees (RORO Fees, Tours, land and water activities, entrance fees, boat rides, tour guides, courier fees and other miscellaneous fees)

- For 9 pax
- Dates are subject to change without prior notice
- Rebookable and/or refundable
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost of ground fees should be based on actual expenses
- Inclusive of cost of entrance and environmental fees, if applicable

D. Antigen Tests and/or RT-PCR tests and Travel/COVID Insurance

Before Leaving Manila or if necessary, in Marinduque	9 pax
Travel insurance with Covid-19 coverage, if applicable	9 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC, DTI or CDA;**
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. **Required to submit a list of completed projects from 2018 – 2020;**
- Must be DOT-accredited tourism establishment. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;**
- Must be TPB Member. **Required to submit TPB Certificate of Membership.**
- Must be a local tour operator company or travel agency of the MIMAROPA region. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable and familiar with the area and the ways of the community. **Required to submit proof that allows the local tour operator or travel agency to conduct business within the local government's geographical jurisdiction, i.e. Mayor's Permit (Business Permit);**
- Must have free cancellation, rebooking, transferable or refundable policies. **Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.**

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Four Hundred Sixty-Eight Thousand Four Hundred Pesos Only (₱468,400.00)** inclusive of applicable taxes and fees.

V. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VI. CONTACT PERSON

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