

TERMS OF REFERENCE
MIMAROPA CRUISE TOURISM DEVELOPMENT: CRUISE TOURISM
AWARENESS SEMINAR FOR PUERTO GALERA STAKEHOLDERS AND LGU
ON JANUARY 20 to 23, 2020

I. PROJECT TITLE: MIMAROPA CRUISE TOURISM DEVELOPMENT: CRUISE TOURISM AWARENESS SEMINAR FOR PUERTO GALERA STAKEHOLDERS AND LGU

Objectives: The seminar aims to build the capacity of the stakeholders and local Government Unit of the Municipality of Puerto Galera in preparation for the scheduled arrival of Genting cruises in the Destination:

1. To prepare the stakeholders in receiving and welcoming Cruise Ships and their guests;
2. To inform the stakeholders and LGU of the best practices from other MIMAROPA localities that are already receiving regular port of calls of cruises;
3. To familiarize the LGU on the practices of cruise ships around the world, in order to dispel myths and unwarranted speculations on Cruises;
4. To correct expectations of locals in the cruise shipping industry, preparing them to be better adept on how to benefit from the industry, in a correct manner; and
5. To inform the stakeholders and LGU on the job at hand and to have a better understanding on who should be on the forefront of the activities.

II. MINIMUM REQUIREMENTS:

- A. Must be DOT-accredited Tour Operator
- B. Must be able to provide services on a **Send-Bill Arrangement**
- C. Must have an office located in MIMAROPA Region

III. SCOPE OF WORK/DELIVERABLES:

A. Venue/Function Room/Meals/Specifications/Inclusions

1. Duration: January 20 to 23, 2020
2. Function Room to accommodate a minimum of 80 persons; Classroom type set-up
3. Meals:
 - January 20 – Dinner (10 pax)
 - January 21 – AM Snack, Lunch, PM Snack and Dinner
 - January 22 – AM Snack, Lunch, PM Snack and Dinner
 - January 23 – Lunch (10 pax)
4. Free flowing coffee, tea and water
5. Podium and Rostrum, wireless microphones/PA system, Projection Screen, LCD Projector and Whiteboard
6. Free Wi-Fi access

• **Estimated Amount**

Workshop Package = Php 176,000.00

- January 20 – Php 800/pax x (10 pax) = 8,000.00
- January 21 – Php 1,000/pax x 80 pax = 80,000.00
- January 22 – Php 1,000/pax x 80 pax = 80,000.00
- January 23 – Php 800/pax x (10 pax) = 8,000.00

B. Accommodation and Meals

Specifications/Inclusions:

1. Twin/Standard Sharing room inclusive of breakfast
2. Number of Rooms/Duration: 3 Nights
 - 2 Standard room (January 20-23)
 - 4 Twin Sharing room (January 20-23)

• **Estimated Amount**

Rooms with breakfast = Php 72,000.00

- Php 4,000/room/night x 6 rooms x 3 nights
- (Check-in January 20 and Checkout January 23)

C. Transportation

Specifications/Inclusions:

1. DOT to Batangas Pier – January 20, 2020 (1 Grandia Van)
Batangas Pier to DOT – January 23, 2020 (1 Grandia Van)
2. Whole day 1 Grandia Van service within Puerto Galera
3. Ferry Tickets: Batangas – Puerto Galera for 10 pax on January 20, 2020
Puerto Galera – Batangas for 10 pax on January 23, 2020

- **Estimated Amount**

Transport Arrangement = Php 26,000.00

- **Passengers:**

1. Mr. Danilo B. Intong
2. Mr. Domenic C. Contreras
3. Ms. Kristine Joy F. Francisco
4. Ms. Cristina Cortez
5. Ms. Jenica Ferrer
6. Ms. Jiali Wong
7. Ms. Gina Marie Esmana
8. Mr. Benito Benson Jr.
9. Ms. Maricel Laxamana
10. Mr. Reynaldo P. Gabriel Jr.

D. Supplies

Globe Load Card (500), Welcome Tarp on the Hotel, Activity Tarp for Pictorials, T-shirt for the participants, Parchments, Ink, ID Lace, Notepads, Special Papers, Scissors, Scotch Tape, Durabpox (2 pcs.)

- **Estimated Amount:**

Supplies = Php 15,000.00

E. Documentary Requirements

- Mayors Permit
- Proof of PhilGEPS Registration
- Omnibus Sworn Statement

IV. BUDGET

Total budget allocation is Two Hundred Ninety Six Thousand and Two Hundred Pesos Only (Php 296,200.00) inclusive of taxes and fees.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

V. Contact Person:

Mr. Domenic C. Contreras
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