

## TERMS OF REFERENCE

### I. PROJECT TITLE

ECO GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: August 8-14, 2022

Location: Puerto Princesa City, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims to provide the trainees with skills in improving their interpretative skills in nature guiding and introduce them to various nature-based activities for them to develop a holistic knowledge on nature and nature guiding.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator in Puerto Princesa City, Palawan**
- C. Must be willing to **provide services on a send bill arrangement**
- D. Must comply with the details services specified in **Item IV of the TOR**

### DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's / Business Permit
2. PHILGEPs Registration Number or Certificate of Platinum Membership
3. Latest Income Tax Return
4. DOT Accreditation Certificate
5. Omnibus Sworn Statement

### IV. SCOPE OF WORK / DELIVERABLES

#### A. Airline Fare

1. August 7, 2022 – August 15, 2022 – Guest 1 (DOT Facilitator)
  - Manila to Puerto Princesa City to Manila/ 20kg Check-In Baggage
2. August 9, 2022 – August 15, 2022 – Guest 2 (Resource Speaker)
  - Manila to Puerto Princesa City to Manila / 40kg Check-In Baggage.
  - *The eco-guiding resource person shall be allowed a maximum of 40-kilogram baggage allowance provided that the resource person shall request for additional baggage allocation in excess of the 10 kilograms stipulated under the DOT Policies and Guidelines for the Conduct of Philippine Tourism Human Capital Development Training Programs and Activities dated*

*May 17, 2022. This shall be done after the completion of the procurement activity.*

## **B. Transportation Expense**

### **Residence to Airport and Vice Versa:**

**August 7 and August 15 – Manila to NAIA vice Versa**  
(DOT Facilitator)

**August 9 and August 15 - Quezon City to NAIA vice Versa**  
(Bird Watching Resource Speaker)

## **C. Outside Activity**

**August 12, 2022** – Bird Watching Outside Activity  
Irawan Watershed Puerto Princesa City,  
Rasa Island, Narra Palawan  
Bus and Boat hire for 40 Pax

**August 14, 2022** – Mock Tour Assessment  
Puerto Princesa City Proper (Half Day - Morning)  
Bus hire for 40 Pax

## **D. Accommodation**

### **One (1) Room**

- 1 Single occupancy for DOT Facilitator  
Duration: 8 nights
- Check-in: August 7, 2022
- Check-out: August 15, 2022

### **One (1) Room**

- 1 Single Occupancy for Resource Speaker  
Duration: 6 Nights
- Check-in: August 9, 2022
- Check-out: August 15, 2022

## **E. Function / Workshop Requirements**

Date of Function: August 8-14, 2022 (7 days)

1. Number of Participants: 40pax
2. Meals
  - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
  - Assisted Lunch Buffet with 1 round of drinks (iced tea or soft drinks)

- Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
  - Free flowing Coffee
  - Water Dispenser
3. Capacity of the venue must be good for 80 participants to allow mobility for the workshop component;
  4. Registration should be near the entrance of the function venue.
  5. Entrance should have a sanitization floor mat, alcohol dispenser, thermal scanner, and health declaration form.
  6. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
  7. One table near the stage area shall be reserved for the speaker. It should be near the table for the laptop computer / Classroom set-up.
  8. Aisles should be available in the middle and on two sides, and chairs for participants must follow social distancing protocols.
  9. Must have an available stage, podium, laptop, microphones / PA system, and projection screen. LCD projector, whiteboard, technical pen, WIFI access.

#### **F. Outside Meals**

1. August 7, 2022  
Breakfast, Lunch and Dinner  
Guests: 1 pax (DOT Facilitator)
2. August 8, 2022  
Breakfast and Dinner  
Guests: 1 pax (DOT Facilitator)
3. August 9-14, 2022  
Breakfast and Dinner  
Guests: 2pax (1 DOT Facilitator and 1 DOT Speaker)
4. August 15, 2022  
Breakfast and Lunch  
Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

#### **G. Miscellaneous**

1. Cargo Fee of Training Materials
2. Binocular (2 Pcs)
3. Tarpaulin, Certificates, Supplies, and Materials

#### **V. BUDGET**

The budget for the conduct of the event is **Four Hundred Sixteen Thousand Three Hundred Pesos (Php 416,300.00)** inclusive of all *applicable* government taxes and charges as defined in this Term of Reference.

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 the bid does not exceed the above total budget.

**VI. CONTACT PERSON**

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