

## TERMS OF REFERENCE

### I. **Project Title: HALAL TOURISM AWARENESS SEMINAR AND READINESS ASSESSMENT OF TOURISM RELATED ESTABLISHMENTS IN PALAWAN**

### II. **Objectives:**

- a. To promote and position Palawan as a Halal Tourism Destination
- b. To assess the readiness of tourism stakeholders in complying with the requirements and guidelines set by the Halal certifying bodies
- c. To identify halal attributes that can create a destination image and improve the competitiveness in serving the Muslim market

### III. **Scope of Service:**

The service provider should be able to provide the meals, transportations, transfers, accommodation, and load cards with the following specifications:

- a. Service Provider should be a DOT-Accredited Tour Operator
- b. Must have PhilGEPS Registration
- c. Inclusive Date: May 29 to June 3, 2022
- d. Amenable to send-bill arrangement/government procedure
- e. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- f. Tour Operator must be based in Puerto Princesa City

### III. **SCOPE OF WORK/DELIVERABLES:**

#### A. **Venue/Function Room/Specifications/Inclusions**

- **2-day Halal Tourism Awareness Seminar**

1. Duration: **May 30-31, 2022** (2 days)
2. Function Room to accommodate a minimum of 50 persons;  
Classroom type set-up
3. Meals: **May 30-31**– AM snack, Lunch, PM snack for 50 pax
4. Free flowing coffee, tea and water
5. Podium and Rostrum, wireless microphones/PA system, Projection Screen, LCD Projector, Whiteboard
6. Free Wi-Fi access
7. LCD Screen

#### B. **Accommodation and Meals**

Specifications/Inclusions:

**Ocular Visit to Tourism Related Establishments- South Palawan** Duration: May 29 to June 3, 2022 (6 days)

1. Meals: Breakfast, Lunch, Dinner for 5 pax (May 29-31)
2. Meals: Breakfast, Lunch, Dinner for 8pax (June 1-3)
3. Standard/Twin Sharing Room: 5 pax x 3 nights (May 29-31)
4. Standard/Twin Sharing Room: 8 pax x 3 nights (June 1-3)

### **C. Airfare**

#### **Manila- Puerto Princesa vv**

- May 29, 2022 and June 3, 2022 for 5 pax (2 DOT Staff, 3 NCMF Speakers)
- With 20 kilos baggage allowance

### **IV. Training Materials/ Corporate Giveaways**

1. 50 pcs. Holy Qu'ran
2. 50 pcs. Prayer Mat
3. 50pcs. Malong
4. 50pcs. Eco Notebook with pen
5. 50pcs. Customized ID Lanyard
6. 50pcs. 32gb flashdrive
7. 50. Pcs. Eco Bag
8. 50pcs. Health and safety kit (pouch, alcohol, facemask, wipes)

*\*Please see Annex A for the detailed design of each collateral*

### **IV. Budget**

Total budget allocation is **Five Hundred Thousand Pesos Only (P500,000.00)**, inclusive of taxes and fees.

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.

### **VII. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

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**Holy Qu’ran with Stand (50 pcs.)**

The Quran, also Romanized Qur'an or Koran, is the central religious text of Islam, believed by Muslims to be a revelation from God. It is organized in 114 chapters, which consist of verses.



**Malong (50 pcs.)**

A large, wrap-around tubular garment, measuring at least 165 x 165 cm and printed with the three logos (DOT, NCMF, MIMAROPA Naturally).

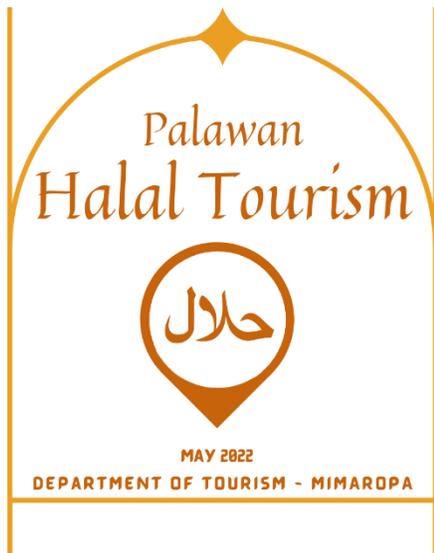


### Prayer Mat (50 pcs.)

A prayer rug size **2.5 ft x 4 ft (0.76 m x 1.22 m)** or **4 ft x 6 ft (1.2 m x 1.8 m)**, enough to kneel above the fringe on one end and bend down and place the head on the other.



### Logos:



### Eco Notebook with pen (50 pcs.)

An eco-friendly plain notebook with black pen or w/ black garter and printed logos (front and back).

FRONT



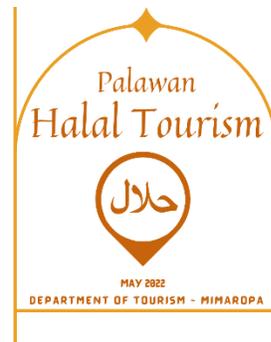
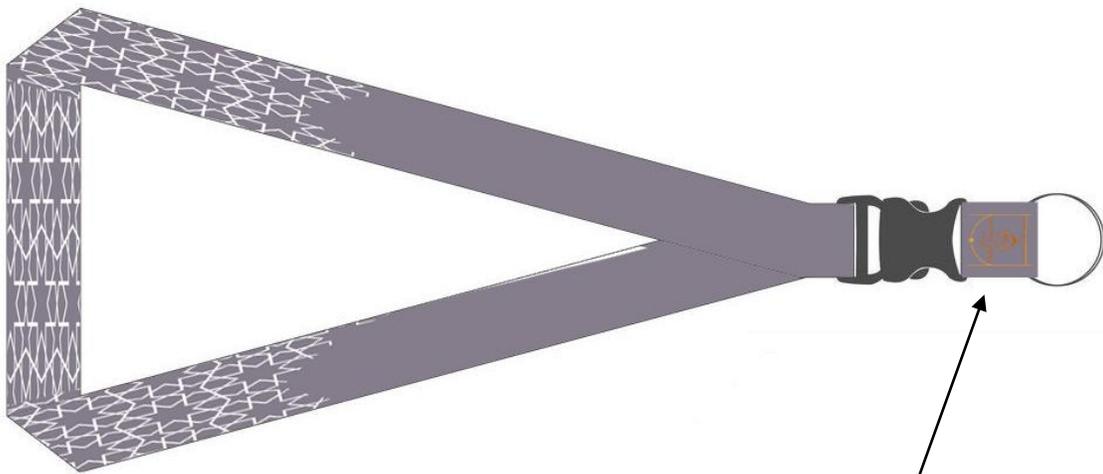
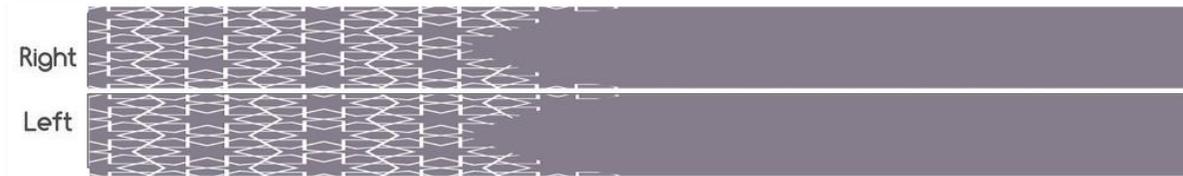
BACK



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**Customized ID Lanyard (50 pcs.)**

A polyester-nylon ID Lanyard with customized Muslim Pattern. Length: 50cm or 19.5 inches length and 4cm width.



**PATTERN:**



### Health and safety kit (50 pcs.)

DAILY ESSENTIALS kit includes:

- 1 x frosted ziplock pouch
- 3 x INDOPLAS mask
- 1 x HYGIENIX alcohol spray
- 1 x KLEENEX facial tissue
- 1 x SANICARE wipes
- 10 x DR TAYLOR dental floss
- 1 x paper soap



### Flash drive (50 pcs.)

A flash drive with a capacity of 32GB (actual usable storage less).



**Eco Tote Bag**

50 pcs. Eco tote bag with zipper size 14 x 16 inches

