

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### SEMINAR FOR TOURIST DRIVERS AS TOURISM FRONTLINERS

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: **May 10 - 13, 2022**

### II. OBJECTIVE

The Tourist Drivers training aims to provide an awareness campaign for tourist drivers to learn and appreciate the nature and benefit derived from tourism. Likewise, this aims to develop and expand the roles of tourist drivers as frontliners and sources of tourism information as well as promote the tourism destinations in their area. This training forms part of the requirements for the accreditation of the Tourist Transport Operators to enable this office to issue a regular DOT Accreditation Certificate.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPs REGISTERED**
- B. Must be a **DOT Accredited Tour Operator based in Marinduque**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item V of the TOR**

### IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- DOT Accreditation Certificate

### V. SCOPE OF WORK / DELIVERABLES:

#### Transportation Requirements:

1. Van Hire – **One (1)** unit of van
  - **May 10, 2022** – Floridablanca, Pampanga to Manila to Marinduque
  - **May 13, 2022** – Marinduque to Manila to Floridablanca, Pampanga

\*Inclusive of toll fees, fuel, driver's meals, terminal fees, and boat fares for 3 pax

### VI. BUDGET

Budget for the conduct of the event is **Sixty Thousand Two Hundred Pesos (Php60,200.00)**, inclusive of amenities and all government taxes and service charges as defined in this Terms 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 bid does not exceed the above total budget.

**VII. CONTACT PERSON**

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