



TERMS OF REFERENCE

Orientation/Reorientation on Tourism Rapid Assessment and Local Tourism Development plan JULY 19 to 21, 2022 - Palawan Group

Objectives:

- To capacitate the LGUs in the conduct of site assessment using the TRA Manual to generate quantitative and qualitative information on the site's characteristics and values which may serve as input to tourism development planning, policy formulation and promotion.
- To Orient/Re-orient LGU's on the procedural steps of developing Local Tourism Development Plans

I. Scope of Service

The service provider should be able to provide the accommodation, meals, and training venues with the basic facilities with the following specifications:

A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Amenable to send-bill arrangement/government procedure
- 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.
- Tour Operator must be based in Metro Manila and MIMAROPA Region

B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at tdd.mimaropa@gmail.com

C. Specific Requirements

The following are the specific requirements to be delivered for the training that will be conducted.

C.1 Accommodation

- Room accommodation for 40 pax for 3 nights inclusive of breakfast
- Accommodation should be an accredited hotel located in Makati/Pasay or Manila

C.2. Training Venue

- Venue should be able to accommodate a maximum of 40 pax giving due consideration to the minimum health and safety protocols
- Venue should be able to provide basic sound system, with free use of LCD projector

C.3 Meals

- Should be able to provide am, pm snack and lunch to a maximum of 40 participants.
- With free flowing coffee/tea during the training

C.4 Token for speakers and training supplies

- Should be able to provide token of appreciation for speakers and training supplies for the duration of the training.

C.4 Communication

- Project Officer - Prepaid Card Php300.00
- Support Officer – Prepaid Card 150.00

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **THREE HUNDRED THIRTY THREE THOUSAND EIGHT HUNDRED FIFTY PESOS (Php333,850.00)** inclusive of all government taxes and charges.

The winning bid, however, 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.

III. 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.

IV. CONTACT PERSON

MS. YOLANDA B. CABIGAO
Project Officer
Tourism Development Division, DOT MIMAROPA
(0917) 137-8529
ybcabigao@tourism.gov.ph