

TERMS OF REFERENCE

I. PROJECT TITLE

FUN AND MEANINGFUL TRAVEL EXPERIENCE THRU COMMENTARY DEVELOPMENT: A TOUR'S GUIDE APPROACH

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: November 29 – December 1, 2021
Location: Coron, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The training program is designed to help the Filipino tourism frontliners, specifically the tour guides revisit their skills in commentary development. For almost year, tour guides have stopped doing their routine to continuously develop and deliver commentaries. With this refresher course, this shall guide the participants to identify the key elements and models on how to create content substantially, impactful and fun with the integration of the key health and safety protocols which will enable satisfaction in the delivery of services they provide to their clients.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

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

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Current Mayor's/Business Permit/ BIR Certification (for Individual)
2. PHILGEPs Registration Number or Certificate of Platinum Membership
3. Latest Income Tax Return (for ABC's above Php 500,000.00)
4. Registration Certificate from SEC or DTI
5. DOT Accreditation Certificate
6. Original or Certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK/DELIVERABLES:

A. Transportation (Land and Air)

1. November 28, 2021 – December 2, 2021– 1 pax
 - Taxi Fare (Caloocan - Residence to NAIA Terminal and Vice Versa)
2. November 28, 2021 – December 2, 2021
 - Roundtrip Airline Ticket from Manila to Coron with Checked-in Baggage
Passenger Name: Mr. Romano Del Rosario
 - Airport Transfer from Airport to the Hotel and Vice Versa

B. Accommodation with Breakfast

1. November 28, 2021 – December 2, 2021 (4 nights)
 - 1 Single Occupancy Room – Speaker
2. November 28, 2021 – December 2, 2021 (4 nights)
 - 1 Single occupancy room – DOT Facilitator (1 pax)

C. Function Venue with Meals / Workshop Requirements

1. Date of Function: November 29, 2021 – December 1, 2021 (3 days)
2. Number of participants: 35 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Plated Lunch 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
4. Capacity of the venue must be good for 70pax to allow mobility for the workshop component and considering the maximum reduced capacity;
5. Registration table should be near the entrance of the function venue;
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 speakers. It should be near the table for the laptop computer;
8. Classroom set-up with 2 meters apart for Social Distancing and not the round table set-up to be able to capture the attention of the participants;
9. Aisles should be available in the middle and two sides; and
10. Stage, Podium, Microphones / PA system, Projection Screen, LCD Projector, Pens and pad, Thermal Scanner, Alcohol, Tissue and Free Wi-Fi access;

D. Outside Meals

1. November 28, 2021
 - Breakfast, Lunch and Dinner (1 pax)
2. November 29 – December 1, 2021 – 2 pax
 - Dinner
3. December 2, 2021 – 1pax
 - Lunch

E. Other Fees

1. Welcome Tarpaulin (4sq.ft. x 6sq.ft.) and Backdrop Tarpaulin (12sq.ft x 6sq.ft.)
2. Certificates, Supplies and Training Materials
3. RT PCR Test (2 Pax – facilitator and speaker)
4. Communication Allowance
5. Courier for training materials

V. BUDGET

Budget for the conduct of the event is **TWO HUNDRED FOURTEEN THOUSAND AND TWO HUNDRED PESOS (Php 214,200.00)**, inclusive of amenities as defined in this Terms of Reference inclusive of all government taxes and charges.

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.

VI. CONTACT PERSONS

Names : Joane Krizzia M. Delariarte
DOT-MIMAROPA Regional Office

Contact numbers : 0915-543-3150

Email Address : tisp.dot4b@gmail.com