

TERMS OF REFERENCE

I. PROJECT

SEMINAR ON DISASTER RISK REDUCTION AND MANAGEMENT ON JUNE 23-25, 2021

II. BACKGROUND

Reducing the risk of disaster such as storm, heat and cold waves, earthquake, tsunamis, fire, and the likes helps to protect both human and economic assets. To efficiently and promptly address emergency situation, the seminar aims to intensify awareness on the importance of disaster preparedness and mitigation and; to create systematic approaches in identifying, planning, assessing and reducing the risk of disaster.

III. OBJECTIVES

- To create a contingency plan based on likely emergencies in participants' region;
- To identify risk reduction preparedness activities that will reduce vulnerability, mitigates the impact of emergencies and support efforts to prevent conflict and civil unrest; and
- To recognize good practice in interventions for disaster management and sustainable development

IV. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement

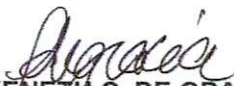
Scope of Works/ Deliverables

Particulars	Breakdown	Quantity	Remarks
Transportation	Van Hire: June 22, 2021	1	<ul style="list-style-type: none"> • Land Transportation to Quezon City – Calamba – Bay, Laguna – Batangas • Land Transportation to Batangas - Bay, Laguna – Calamba – Quezon City • Must be DOT Accredited
	June 25, 2021	1	
Meals	Snacks AM/PM and Lunch June 23-25, 2021 35 pax x 3days	105	
	Dinner June 22-24, 2021 4pax x 3days	12	
Accommodation	June 22-24, 2021 (Overnight Twin Sharing) 4pax x 3nights	6	<ul style="list-style-type: none"> • Must be DOT Accredited
Venue	Venue and Technical Requirements (June 23-25, 2021)	3	<ul style="list-style-type: none"> • Open space conference hall/function room for 33 pax with provisions of social distancing set-up and free alcohol in the venue.

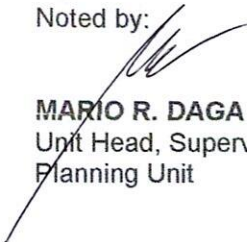
			<ul style="list-style-type: none"> • LCD Projector with Wide Screen • Podium with Microphones • Free Flowing Coffee and • Candies • Speakers • Must be DOT Accredited
Training Kit	Notebook, Ballpen, ID holder (106 x 82 mm), ID lace	30	
	Certificate Holder (A4)	5	
Other Expenses	Hygiene Kit (face mask, face shield, alcohol)	30	
	Load Card (Php100)	3	
	Tarpaulin (9 feet x 6 feet)	1	
	Antigen Test	2	

V. BUDGET: Php 165,000.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENNETH C. DE GRACIA
 Tourism Officer II
 Planning Unit

Noted by:


MARIO R. DAGA
 Unit Head, Supervising. TOO
 Planning Unit