

## TERMS OF REFERENCE

### I. PROJECT

SEMINAR FOR TOURIST DRIVERS AS TOURISM FRONTLINERS ON JULY 19-20, 2021

### II. BACKGROUND

Taximeter cabs are the most accessible and convenient mode of transportation available for tourists and alike. Taximeter cabs are seen upon in our tourists' gateways such as airports wherein the taxi drivers play an important role as tourism frontliners. This service-oriented seminar will involve taxi drivers as PR implementers in projecting a positive image of the country to both domestic and foreign travelers.

### III. OBJECTIVES

- To serve as awareness campaign for taxi drivers to learn and appreciate the nature and benefits derived from tourism;
- To develop and expand the role of taxi drivers as frontliners and sources of tourism information; and
- To get the support of taxi drivers in the tourism promotional efforts of the country

### IV. PROCUREMENT REQUIREMENTS

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

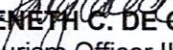
#### Scope of Works/ Deliverables

Particulars	Breakdown	Quantity	Remarks
<b>Transportation</b>	<b>Van Hire:</b>		
	June 18, 2021	1	<ul style="list-style-type: none"> <li>• Land Transportation to Manila – Calamba – Cavite</li> </ul>
	June 19, 2021	1	<ul style="list-style-type: none"> <li>• Land Transportation to Cavite – Manila – Quezon City – Cavite</li> </ul>
	June 20, 2021	1	<ul style="list-style-type: none"> <li>• Land Transportation to Cavite – Calamba – Quezon City</li> <li>• Must be DOT Accredited</li> </ul>
<b>Meals</b>	<b>Snacks AM/PM and Lunch</b> July 19-20, 2021 33 pax x 2days	66	
	<b>Dinner</b> July 18-19, 2021 2pax x 2days	4	
<b>Accommodation</b>	June 18-19, 2021 (Overnight) 2pax x 2nights	4	<ul style="list-style-type: none"> <li>• Must be DOT Accredited</li> </ul>


<b>Venue</b>	Venue and Technical Requirements (July 19-20)	2	<ul style="list-style-type: none"> <li>• Open space conference hall/function room for 33 pax with provisions of social distancing set-up and free alcohol in the venue.</li> <li>• LCD Projector with Wide Screen</li> <li>• Podium with Microphones</li> <li>• Free Flowing Coffee and Candies</li> <li>• Speakers</li> <li>• Must be DOT Accredited</li> </ul>
<b>Training Kit</b>	Notebook, Ballpen, ID holder (106 x 82mm), ID lace	30	
	Certificate Holder (A4)	2	
<b>Other Expenses</b>	Hygiene Kit (face mask, face shield, alcohol)	30	
	Load Card (Php100)	2	
	Tarpaulin (9 feet x 6 feet)	1	
	Antigen Test	2	

**V. BUDGET: Php 122,000.00 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