

TERMS OF REFERENCE

I. PROJECT

FUN FARMS TOUR GUIDING ON SEPTEMBER 13 – 15, 2021

II. BACKGROUND

In line with RA NO.10816: An Act Providing for the Development and Promotion of Farm Tourism in the Philippines, this training will be conducted to encourage and promote farm tourism in the Philippines and enhance the manpower and service standard needs of agritourism sites / farm enterprises and communities in the country.

III. OBJECTIVES

- To familiarize tourism stakeholders on the potentials of farm tourism/ agritourism as a tourism activity / product through conduct of Orientation Workshops on Agritourism Product Development and Accreditation;
- To develop a pool of agritourism tour guides; and
- To assist existing agritourism farms / sites in providing tourism-related trainings necessary for their farm workers

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: September 12, 2021	1	<ul style="list-style-type: none">• Land Transportation to Caloocan – Calamba – Quezon Province
	September 15, 2021	1	<ul style="list-style-type: none">• Land Transportation to Quezon Province – Calamba to Caloocan• Must be DOT Accredited
Meals	Snacks AM/PM and Lunch September 13 – 15, 2021 32 pax x 3days	96	
	Dinner September 12 – 14, 2021 2pax x 3days	6	
Venue	Venue and Technical Requirements (September 13 – 15, 2021)	3	<ul style="list-style-type: none">• Open space conference hall/function room for 35 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 five (5) Microphones • Free Flowing Coffee and Candies • Speakers • Must be DOT Accredited
Accommodation	September 12 – 14, 2021 (Overnight Twin Sharing) 2pax x 3nights	6	<ul style="list-style-type: none"> • Must be DOT Accredited
Training Kit	Notebook, Ballpen, ID holder (106 x 82mm), ID lace	30	
	Certificate Holder (A4)	2	
Other Expenses	Personal Health Kit -2pcs Face mask (N95) -2pcs Face shield -Alcohol (50ml)	30	
	Load Card (Php 300)	1	
	Tarpaulin (9 feet x 6 feet)	1	
	Antigen Test	2	

V. BUDGET: Php 136,600.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENETH C. DE GRACIA
 Tourism Officer II

Noted by:


MARITES T. CASTRO
 Chief TOO