

TERMS OF REFERENCE

I. PROJECT TITLE

COMMUNITY GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: September 2 - September 8, 2021
Location: Puerto Galera, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

This training program seeks to involve the community in the efforts of promoting and developing our community-based tourism as to create opportunities and generate jobs and as to provide quality service to the tourists.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

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

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's / Business Permit
2. PHILGEPs Registration Number or Certificate of Platinum Membership
3. Latest Income Tax Return
4. DOT Accreditation Certificate
5. Omnibus Sworn Statement

IV. SCOPE OF WORK/DELIVERABLES:

A. Transportation (Land and Sea)

1. September 1, 2021 (Wednesday) – 2pax
 - Van hire: Pick-up at Residence (Sta. Mesa and Caloocan) to Batangas Port
 - Boat ride: Batangas port to Balatero port
 - Van transfer: Balatero port to accommodation / venue
2. September 8, 2019 (Wednesday) – 2pax
 - Van Hire for Mock Tour (Venue to To Town Proper)
3. September 9, 2019 (Thursday) – 2pax
 - Van transfer: Accommodation to Balatero port
 - Boat ride from Balatero port to Batangas port
 - Van hire: Batangas port to Residence (Sta. Mesa and Caloocan)

B. Accommodation with Breakfast

1. September 1 to September 9, 2021 (8 nights)
 - 1 Single Occupancy Room – Speaker
2. September 1 to September 9, 2021 (8 nights)
 - 1 Single occupancy room – DOT Facilitator (1 pax)

C. Function Venue with Meals / Workshop Requirements

1. Date of Function: September 2-8, 2021 (7days)
2. Number of participants: 35pax
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. September 1, 2021 (Wednesday)
 - Breakfast, Lunch and Dinner (2pax)
2. September 2- September 8, 2021 (Thursday-Wednesday) – 2pax
 - Dinner
3. September 9, 2019 (Thursday) – 2pax
 - Lunch

E. Other Fees

1. Welcome Tarpaulin (4sq.ft. x 6sq.ft.)
2. Backdrop Tarpaulin (12sq.ft x 6sq.ft.)
3. RT PCR Test (2 Pax – facilitator and speaker)
4. Other fees (e.g Porter Fee, Communication Allowance) / Service Fees

V. BUDGET

Budget for the conduct of the event is **THREE HUNDRED NINETEEN THOUSAND NINE HUNDRED AND THIRTY FIVE PESOS (Php 319,935.00)**, 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

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