

TERMS OF REFERENCE

I. PROJECT TITLE

COMMUNITY GUIDING SEMINAR

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: September 15-21, 2021
Location: Sablayan, Occidental 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. Preferably **DOT Accredited Accommodation Establishment**
- C. Located in the **Municipality of Sablayan, Occidental Mindoro**
- 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**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES:

A. Room Accommodation with Breakfast and Airport Transfers

1. Single Occupancy (2 rooms) – 1 DOT Facilitator, 1 Resource Speaker
2. Duration: 8 nights
Check-in: September 14, 2021
Checkout: September 22, 2021
3. Airport transfer: San Jose Airport to Accommodation (One way)

B. Function/Workshop Requirements

1. Date of training: September 15-21, 2021 (8 hours/day);
2. Number of persons: 40 pax;
3. Meals:
 - Plated AM Snacks with 1 round of drinks (Juice or soft drinks)
 - Plated Lunch with 1 round of drinks (Juice or soft drinks)
 - Plated PM Snacks with 1 round of drinks (Juice or soft drinks)
 - Free flowing Coffee
 - Water dispenser;

4. Capacity of the venue must be good for 80 pax to allow social distancing between participants, resource speakers and facilitators;
5. Registration table should be near the entrance of the training venue;
6. Entrance should have sanitation floor mat, alcohol dispenser, thermal scanner and health declaration form;
7. Secretariat table should be inside the venue for easier facilitation and contact with speakers
8. Table and chair set-up with social distancing;
9. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer. Classroom set-up;
10. Aisles should be available in the middle and two sides;
11. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen, WIFI access; and
12. Welcome tarpaulin 4sq. ft. x 6sq. ft. and backdrop tarpaulin 12sq. ft. x 6sq. ft.

C. Meals

1. September 14, 2021 (Lunch and Dinner for 2 pax)
2. September 15-21, 2021 (Dinner for 2 pax);

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **TWO HUNDRED SIX THOUSAND ONE HUNDRED EIGHTY FIVE PESOS (Php 206,185.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

VIII. PROJECT OFFICER/CONTACT PERSON

Name: **MS. MA. EDNELLIZA C. BALAGTAS**
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