

**DEPARTMENT OF TOURISM-MIMAROPA
TOURISM REGULATION DIVISION**

TERMS OF REFERENCE

(Service Provider)

I. PROJECT TITLE

TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP)

Host Agency : Department of Tourism – MIMAROPA

Date of Implementation : September 13 to 16, 2021

Location : Puerto Princesa, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to ensure the safety and security of tourists in the country and to maintain peace and order within the areas of high tourism traffic.

Objectives:

- To coordinate with the Philippine National Police (PNP) in identifying and designating the appropriate police personnel to constitute the TOPCOP Group (TCG) who will be deployed in key tourist areas in the country;
- To strengthen the relationship of the DOT with the PNP in providing a safe and secure environment for tourists;
- To establish a 24-hour Tourist Security and Assistance Post to be strategically located in tourist destinations; and
- To enhance police visibility in areas with high tourist movement especially during night time in an effort to prevent crimes and enforce the law.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Accommodation Establishment**
- C. Located in the **Puerto Princesa City, Palawan**
- 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. SCOPE OF WORK / DELIVERABLES

A Service provider should be able to provide the following:

A. Accommodation with Breakfast

1. Two (2) rooms
 - 2 Single Occupancy for DOT Resource Speaker
2. Duration: 4 nights
 - Check-in: September 13, 2021
 - Check-out: September 17, 2021

B. Transportation

1. Airfare
 - Guests: 2 pax (Two (2) Resource Speaker)
 - Date: September 13 & 17, 2021
2. Van Transfers
 - Guests: 2 pax (Two (2) Resource Speaker)
 - Date: September 13 & 17, 2021
 - Airport to Hotel accommodation/vice-versa

C. Meals/Function Requirements

1. Date of Function: **September 13 to 16, 2021 (4 days)**
2. Number of participants: **35 pax**
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
 - Candies
4. Capacity of the venue must be good for 100 pax to allow mobility for the workshop component;
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. Classroom set-up.
8. Aisles should be available in the middle and two sides.
9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, WIFI access.
10. Welcome tarpaulin 4sq. ft. x 6 sq. ft.; and
11. Backdrop tarpaulin 12sq. ft. x 6 sq. ft.
12. Participants body temperature shall be screened, and shall be required to register or log in the StaySafe.Ph App or other contact tracing and Health Declaration applications prior to their entry in the venue.
13. Must adhere on the following Guidelines on the Conduct of Face-To-Face Trainings, to wit:
 - a. **Entry and exit points** to a Training space should be limited. There should only be one dedicated entry and one dedicated exit point. For training spaces with only one access, the training organizer must do close monitoring of the access to ensure that all entry and exit to the room is done in an orderly manner. Directional signs and floor markings shall be provided for a safe and orderly flow of traffic and avoid bottlenecks.
 - b. The accommodation establishment/venue facility must ensure that there is ample space between trainees in line with physical/social distancing requirement. **Participants must be seated approximately two (2) meters apart.** This is in addition to the required floor space for practical activities.
 - For classroom and breakout rooms, there shall be a distance of two (2) meters between seats.
 - For theatre-style set-up, a checkerboard set-up shall be used, removing every other chair and arranging it so that no one is seated behind someone else.
 - For U-shaped set up, there shall be maximum of 2 people at each 6-ft. table, instead of the usual standard for 3 people per 6-ft. table.
 - c. **Personal Protective Equipment.**
 - Face masks and face shields shall be worn properly throughout the duration of the activity. If a participant does not have a mask and a face shield, the Organizer must ensure that these are provided to the participant.
 - The accommodation establishment/venue facility is encouraged to provide alcohol and/or hand sanitizer dispensers and tissues at the entrance and inside the venue premises.
 - d. **Physical Distancing**
 - Physical distancing shall be observed at all times during Face-to-Face Trainings. The accommodation establishment/venue facility shall ensure that participants and resource speakers maintain a distance of

at least two (2) meters apart during the activity, including during meals, breaks, and other interactions.

- The number of people within toilet facilities shall be limited at any given time during the activity.
- The Organizer shall ensure that participants and resource speakers maintain Physical Distancing in the conduct of non-physical group activities.
- Group discussion, hands-on or practical activities are highly discouraged. However, in case group discussion, workshops, hands-on or practical activities are necessary in the Face-to-Face Training, the accommodation establishment/venue facility shall ensure that proper Physical Distancing are duly observed.
- Activities involving physical contact or close contact of participants are highly discouraged.

14. The accommodation establishment/venue facility is encouraged to give frequent reminders on the following:
- a. Mandatory wearing of face masks and face shields throughout the duration of the activity;
 - b. Participants shall refrain from touching their mouth, nose, or eyes;
 - c. Participants shall do regular hand washing/sanitizing;
 - d. Long hair is encouraged to be tied up or pinned away from the face; and
 - e. Participants shall maintain Physical Distancing throughout the Training

D. Others

- RT PCR Test for Two (2) persons/speakers

V. APPROVED BUDGET FOR THE CONTRACT

Budget for the conduct of the event is **TWO HUNDRED EIGHTY THREE THOUSAND TWO HUNDRED PESOS (Php 283,200.00)**, inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

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. PROJECT OFFICER/CONTACT PERSON

Names : Ma. Elizabeth C. Viray
Supervising Tourism Operations Officer
Tourism regulation Division
DOT MIMAROPA

Contact numbers : 0916 221 6760

Email Address : bethcviray17@yahoo.com / tisp.dot4b@gmail.com / dot4bonline@gmail.com

APPROVED:


ENGR. CHRISTOPHER V. MORALES
Regional Director
DOT MIMAROPA