

TERMS OF REFERENCE

I. PROJECT TITLE

COMMUNITY GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: June 6-12, 2022

Location: El Nido, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with the knowledge and ability to assist, facilitate, entertain and guide the tourists and visitors who will visit the Municipality, provide livelihood opportunities and enhance resource capability for tourism development in the respective locality; and for the participants to be accredited by the DOT.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Travel and Tour Agency or Tour Operator**
- C. Located in **El Nido, Palawan or National Capital Region (NCR)**
- D. Must be willing to **provide services on a send bill arrangement**
- E. Must comply with the details services specified in **Item IV of the TOR**

IV. SCOPE OF WORK / DELIVERABLES

A. Airline Fare

- Guests: Ms. Joane Krizzia M. Delariarte DOB: July 28, 1998
Mr. David John D. Apigo DOB: June 24, 1980

1. June 5, 2022 (Sunday) – Early Morning Flight
 - Manila to El Nido / 20kg Check In Baggage
2. June 13, 2022 (Monday)
 - Puerto Princesa City to Manila / 20kg Check In Baggage

B. Transportation Expense

Residence to Airport and Vice Versa

June 5, 2022 and June 13, 2022

Sta. Mesa, Manila – Airport – Sta. Mesa, Manila
(DOT Facilitator)

June 5, 2022 and June 13, 2022

Quezon City – Airport – Quezon City
(Resource Speaker)

C. Airport Transfers

June 5, 2022

El Nido Lio Airport to Accommodation

June 13, 2022

Accommodation (El Nido) to Puerto Princesa International Airport

D. FBS Trainer Transportation – Van Transfer

June 5, 2022 Puerto Princesa City – El Nido

June 7, 2022 El Nido – Puerto Princesa City

E. Mock Tour Assessment

June 11, 2022 : Island Hopping Tour D
(Small Lagoon, Nat-Nat Beach, Paradise Beach,
Cadlao Lagoon, Pasandigan Beach)

Inclusions: Transfers, Boat Hire, AM Snacks, PM Snacks and Lunch

F. Accommodation with Breakfast

Two (2) Rooms

- 2 Single occupancies for DOT Facilitator and DOT Resource Speaker

Duration: 8 nights

- Check-in: June 5, 2022
- Check-out: June 13, 2022

One (1) Room

- 1 Single Occupancy for FBS Trainer

Duration: 2 Nights

- Check-in: June 5, 2022
- Check-out: June 7, 2022

G. Function / Workshop Requirements

Date of Function: June 6-10, 12, 2022 (6 days)

1. Number of Participants: 40 pax
2. 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
3. Capacity of the venue must be good for 60 pax to allow mobility for the workshop component;
 4. Registration should be near the entrance of the function venue.
 5. Entrance should have sanitization floor mat, alcohol dispenser, thermal scanner and health declaration form.
 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 speaker. It should be near the table for the laptop computer / Classroom set-up.
 8. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
 9. Must have available stage, podium, laptop, microphones / PA system, projection screen. LCD projector, white board and tech pen, WIFI access.

H. Outside Meals

1. June 5, 2022 (Sunday)
Breakfast, Lunch and Dinner
Guests: 3 pax (DOT Facilitator ,DOT Resource Speaker and FBS Trainer)
2. June 6, 2022 (Monday)
Dinner
Guest: 3 pax (DOT Facilitator, DOT Resource Speaker and FBS Trainer)
3. June 7-12, 2022 (Tuesday to Sunday)
Dinner
Guests: 2 pax DOT Facilitator and DOT Resource Speaker)
4. June 13, 2022 (Monday)
Lunch
Guests: 2 pax (DOT Facilitator and DOT Resource Speaker)

I. Miscellaneous

1. Cargo Fee of Training Materials
2. Tarpaulin, Certificates, Supplies and Materials

V. BUDGET

Budget for the conduct of the event is Three Hundred Ninety Thousand Two Hundred Pesos (**Php 390,200.00**) inclusive of amenities and all government taxes and charges as defined in this Term 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. CONTACT PERSON

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