

## TERMS OF REFERENCE

### COMMUNITY GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA  
Date of Implementation: September 5 to 11, 2022  
Location: San Jose, Occidental Mindoro

#### I. PROJECT RATIONALE AND OBJECTIVES

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

#### II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator**
- C. Located in **NCR and Occidental Mindoro**
- D. Must be willing to provide services on a **send bill arrangement**

#### DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's/Business Permit
2. PHILGEPS Registration Number
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

#### III. SCOPE OF WORK / DELIVERABLES:

##### A. Transportation (Land)

1. September 4, 2022 (2 pax)
  - Taxi fare: Residence to NAIA Terminal 4 (Caloocan)
  - Airport Transfer: Pick-up and drop-off only (San Jose Airport to Accommodation)
2. September 12, 2022 (2 pax)
  - Airport Transfer: Pick-up and drop-off only (Accommodation to San Jose Airport)
  - Taxi fare: Residence to NAIA Terminal 4
3. September 5 – 11, 2022
  - Van Hire from Hotel to Brgy. Monteclaro and vice versa

## **B. Transportation (Air)**

1. September 4, 2022 – 2 Pax
  - Air fare: MNL-SJI (early flight)
2. September 12, 2022 – 2 Pax
  - Air fare: SJI-MNL (mid flight)

## **3. Accommodation with Breakfast**

1. September 4 - 12, 2022 (8 nights)  
1 Single Occupancy Room – Speaker (1 Pax)
2. September 4 - 12, 2022 (8 nights)  
1 Single Occupancy Room – DOT Facilitator (1 Pax)

## **4. Function Venue with Meals / Workshop Requirements**

1. Date of Function: September 5 to 11, 2022
2. Number of Participants: 40 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
4. Registration table should be near the entrance of the function venue.
5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
6. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
7. Classroom set-up (Social Distancing must be observed).
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.

## **5. Outside Meals**

- September 4, 2022  
Breakfast, Lunch and Dinner  
Guests: 2 Pax (DOT facilitator and Speaker)
- September 5 - 11, 2022  
Dinner  
Guests: 4 Pax (DOT facilitator, Speaker and LGU Representative)
- September 12, 2022  
Lunch

Guests 2 Pax (DOT facilitator and Speaker)

## 6. Miscellaneous

1. Backdrop Tarpaulin 12 sq. ft x 6 sq. ft and 4 ft x 6 ft. (2 pieces)
2. Cargo Fee
3. Training Supplies
4. Tokens for Resource Speakers (2 pax)
5. Communication Expense

## IV. BUDGET

Budget for the conduct of the event is **Three Hundred Twelve Thousand and Four Hundred Pesos (Php 312,400.00)** 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.

## V. CONTACT PERSON

Name : Mr. Joseph Gilbert A. Lazaro  
DOT MIMAROPA Regional Office

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