



## TERMS OF REFERENCE

### **Capacity Building on Procedural Development of Sites and Tourism Products Using the Guidebook- Palawan Group** *August 29 to September 1, 2022*

#### **Objectives:**

- To capacitate the LGUs and site operators of the step by step procedure in the development/enhancement of their emerging and potential sites and tourism products using the Site and Tourism Product Development Guidebook

#### **I. Scope of Service**

The service provider should be able to provide the accommodation, meals, and training venues with the basic facilities with the following specifications:

##### **A. General Requirements**

- Service Provider should be a DOT-Accredited Tour Operator
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based/located in Metro Manila or MIMAROPA Region

##### **B. Documentary Requirements**

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

*Note: All documentary requirements and proposal shall be sent via e-mail at [tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)/  
[dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)*

##### **C. Specific Requirements**

The following are the specific requirements to be delivered for the training that will be conducted.

### **C.1 Accommodation**

- Twin sharing room accommodation for 23 pax for 3 nights inclusive of breakfast
- Accommodation should be a DOT accredited hotel located in Puerto Princesa City and can provide training venue that can accommodate 25 participants

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E-Mail: dot.mimaropa@gmail.com • Website: www.tourism.gov.ph

### **C.2. Training Venue**

- Venue should be able to accommodate a maximum of 25 pax giving due consideration to the minimum health and safety protocols
- Venue should be able to provide basic sound system, with free use of LCD projector

### **C.3 Meals**

- Should be able to provide am and pm snack, lunch and dinner to a maximum of 25 participants during the 2-day training (August 30-31, 2022)
- With free flowing coffee/tea during the training
- Meals (breakfast, lunch and dinner) of speaker and facilitators pre-training day

### **C.4 Transportation**

- Airfare to provide round trip ticket for 3 pax (DOT staff and Speaker)
  - August 29 Manila to Puerto Princesa
  - September 1 Puerto Princesa to Manila
- Should be able to provide 3 vans during the workshop (circuit assessment)

### **C.4 Communication**

- Project Officer - Prepaid Card Php300.00
- Support Officer – Prepaid Card 150.00

## **II. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract is **TWO HUNDRED TWENTY-SEVEN THOUSAND EIGHT HUNDRED EIGHTY-SEVEN PESOS only (Php227,887.00)** inclusive of all government taxes and charges.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

### **III. PAYMENT SCHEMES**

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.

### **IV. CONTACT PERSON**

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Project Officer

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