

DEPARTMENT OF TOURISM-MIMAROPA

TERMS OF REFERENCE

(Service Provider)

I. PROJECT TITLE:

HEALTH AND WELLNESS FOR SENIOR CITIZENS OF MARINDUQUE

Host Agency : DOT MIMAROPA
Date of Implementation : September 10 to 12, 2022
Location : Marinduque Province

II. PROJECT RATIONALE AND OBJECTIVES

1. To give appreciation to the contribution of senior citizens in the working environment and in simultaneously giving tender care to her/his family while working.
2. To encourage senior citizens to adopt a healthy lifestyle

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator**
- C. Located in **MIMAROPA**
- 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:

1. Accommodation

- a. One (1) room – Double Occupancy
- b. Duration: 2 nights
 - Check-in: September 10, 2022
 - Check-out: September 12, 2022

2. Transportation

a. Land and Sea Travel

September 10, 2022

- DOT to Lucena Port (Land Travel)
- Lucena Port to Marinduque Port (Roro)
- Marinduque Port to Hotel (Land Travel)
- 2 pax

September 11, 2022

- Whole day van hire (3 vans) for senior citizen participants

September 12, 2022

- Hotel to Marinduque Port (Land Travel)

- Marinduque Port to Lucena Port (Roro)
- Lucena Port to DOT Office (Land Travel)
- 2 pax

3. Meal Requirements and Venue

- September 10 and 12, 2022
Full meal for 2 pax (facilitator)
(breakfast, lunch and dinner)
- Date of Activity – September 11, 2022
Breakfast, AM/PM snack, and lunch for 25 pax
Bottled water during the activity
Provision of Two (2) Tour guides to lead the tour
Presence of a Registered nurse during the tour
Wellness instructor for physical exercise
Health and wellness speaker/lecturer
- Token of appreciation for participants
Maximum of 25 pax (variety of healthy food)
- Miscellaneous Expenses of facilitators including
Transportation to and from DOT to Residences

V. APPROVED BUDGET FOR THE CONTRACT

The budget for the conduct of the event is **ONE HUNDRED FORTY-EIGHT THOUSAND FIVE HUNDRED EIGHTY PESOS ONLY (Php 148,580.00)** inclusive of amenities and all government taxes and charges as defined in this terms of reference.

The winning bid 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.

VI. CONTACTPERSON

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