

## TERMS OF REFERENCE

### FOTO TURISMO

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA  
Date of Implementation: October 17 to 19, 2022  
Location: San Jose, Occidental Mindoro

#### I. PROJECT RATIONALE AND OBJECTIVES

The Training Program aims to teach the participants the importance of photography to tourism as well as provide an avenue to promote our tourism destinations brought to life through photography through the eyes of our local tourism frontliners and tourism officers.

#### II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator or Travel and Tour Agency**
- 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. DTI / SEC Registration Certificate
3. PHILGEPS Registration Number
4. Omnibus Sworn Statement
5. Income / Business Tax Return
6. DOT Accreditation Certificate

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

##### A. Transportation (Land)

1. October 17, 2022 (2 pax)
  - Taxi fare: Residence to NAIA Terminal 4 (Makati City and Parañaque)
  - Airport Transfer: Pick-up and drop-off only (San Jose Airport to Accommodation)
2. October 20, 2022 (2 pax)
  - Airport Transfer: Pick-up and drop-off only (Accommodation to San Jose Airport)
  - Taxi fare: NAIA Terminal 4 to Residence (Makati City and Parañaque)

3. October 17, 2022
  - One (1) unit of van – within San Jose, Occidental Mindoro (will be used for photoshoot of tourist attractions)
4. October 18-19, 2022
  - Four (4) units of van per day – within San Jose, Occidental Mindoro (will be used for photoshoot of tourist attractions)

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

1. October 17, 2022 – 2 Pax
  - Air fare: MNL-SJI (early flight) with 20kg baggage allowance
2. October 20, 2022 – 2 Pax
  - Air fare: SJI-MNL (early flight) with 20kg baggage allowance

## **3. Accommodation with Breakfast**

1. October 17 - 20, 2022 (3 nights)  
1 Single Occupancy Room – Speaker (1 Pax)
2. October 17 - 20, 2022 (3 nights)  
1 Single Occupancy Room – DOT Facilitator (1 Pax)

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

- I. **Date of Function:** October 17, 2022 (2:00 – 6:00pm)
  - a. Number of Participants: 40 pax
  - b. Meals:
    - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
    - Free flowing Coffee
    - Water Dispenser
- II. **Date of Function:** October 18 to 19, 2022 (whole day)
  - a. Number of Participants: 40 pax
  - b. 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
  - c. Registration table should be near the entrance of the function venue.
  - d. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
  - e. One table near the stage shall be reserved for the speakers. It should be near the table for the laptop computer.
  - f. Classroom set-up (Social Distancing must be observed).

- e. Aisles should be available in the middle and two sides.
- g. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads.

### III. Outside Meals

- October 17, 2022  
Breakfast, Lunch and Dinner  
Guests: 2 Pax (DOT facilitator and Speaker)
- October 18 - 19, 2022  
Dinner  
Guests: 4 Pax (DOT facilitator, Speaker and LGU Representatives)
- October 20, 2022  
Lunch  
Guests 2 Pax (DOT facilitator and Speaker)

### IV. 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. Communication Expense

## IV. BUDGET

Budget for the conduct of the event is **One Hundred Ninety-Three Thousand Seven Hundred Pesos (Php 193,700.00)** 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.

Payment of the supplier will be dependent on the issuance of the Notice of Transfer of Allocation (NTA) for the said project.

## V. CONTACT PERSON

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