



TERMS OF REFERENCE

CAPACITY BUILDING SEMINAR OF THE OFFICE OF PUBLIC AFFAIRS AND ADVOCACY (OPAA) AT LA UNION ON OCTOBER 27 to 29, 2022

I. SPECIFICATIONS:

GROUND HANDLER

- Must be DOT Accredited

II. TRANSPORTATION:

Vehicle: **One (1) DOT-Accredited Tourist Bus**

Inclusive Dates: **OCTOBER 27-29, 2022 (3 DAYS)**

Route: **DOT MAKATI – LA UNION – DOT MAKATI**

Departure Date and time: **OCTOBER 27, 2022 (ETD DOT MAKATI: 7:00AM)**

Return Date and time: **OCTOBER 29, 2022 (ETD LA UNION: 4:30PM)**

Passengers: 25 PAX

Inclusive of:

- Well-groomed Drivers; Coordinator(s)
- Drivers' and Coordinator(s)' RT-PCR and Antigen tests (as needed)
- Drivers' and Coordinator(s)' fees, meals, insurance, and accommodation
- Fuel, Toll Fees, skyway fees, Parking Fees and insurance
- Sanitary kits (alcohols, face masks, wet wipes) for 25 pax
- Mineral water

III. ACCOMMODATION:

3D / 2N at any 3 Star DOT-Accredited Hotel at La Union

- **One (1) Deluxe Room for OPAA Director**
- **Twelve (12) De Luxe Twin Sharing Rooms**
- Inclusive of breakfast for two (2) pax per room
- Request for early check-in on October 27, 2022 and late check-out on October 29, 2022

IV. MEALS:

- Full board lunch and dinner for twenty five (25) pax on OCTOBER 27-29, 2022
- AM and PM snacks for twenty five (25) pax on OCTOBER 27-29, 2022
- Provision for packed breakfast for twenty five (25) pax on October 27, 2022.

V. TRAINING / SEMINAR VENUE PACKAGE:

- Speaker (s)
- Stable wifi connection access
- Seminar tables / chairs for 25 pax
- Projector
- Sound system
- White board with markers
- Training kits for 25 pax
- Flowing coffee, refreshments, snacks

VI. TERMS OF PAYMENT:

Government Procedure

VII. TOTAL BUDGET:

➤ **PHP 510,000.00 (inclusive of all taxes)**

- Chargeable against the Office of Public Affairs and Advocacy (OPAA) FY2022 under ADMINISTRATION EXPENSES

VIII. CONTACT PERSON:


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APPROVED BY:


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