

## TERMS OF REFERENCE

I. **TITLE:** Procurement of Tour Operator for Phase 2 Capacity Building - Visayas

II. **DATE:** December 5-9, 2022

III. **LOCATION:** Cebu City

### IV. BACKGROUND

The National Tourism Development Plan (NTDP) 2016-2022 envisions the Philippines to develop a globally competitive, environmentally sustainable, and socially responsible tourism industry that promotes inclusive growth through employment generation and equitable distribution of income thereby contributing to building a foundation for a high-trust society.

Building on the assessment of the Philippine tourism industry outlined in the NTDP, Tourism Infrastructure Development Plans (TIDP) were developed in 2021, which explored hindrances preventing destinations from achieving their full potential, namely: (a) insufficient transport, accommodation, communication and tourist facilities/ services; (b) poor/lacking water, sanitation and waste management systems and infrastructure; (c) low tourism enterprise quality and service skills; (d) rapid and unsustainable tourism and urban development; (e) lack of alternatives/diversification in tourism products; (f) low destination resilience to natural disasters and climate change; (g) weak institutional and management capacities.

With the foregoing in mind, the OSC embarked on the capacity building program on project development for DOT and its development partners. Phase 1, conducted between March to August 2022, presented the basic concepts on project development, which included project identification, preparation, packaging and general aspects of project viability/feasibility. Phase 2 of the capacity building program will introduce the basics on project management, its concepts, tools and practices, as well as session/s on monitoring and evaluation in support to the former. For Phase 3, the topics will focus on establishing project viability, particularly the economic and financial analysis of the project, as well as social and environmental assessment as regulatory requirements and safeguards of the government.

Moving forward from Phase 1, Phase 2 of the Capacity Building on Project Development will be undertaken in three batches in a face-to-face set-up. The decision to shift the mode from virtual to face-to-face is pursuant to the strong and resounding stakeholder feedback, as well as to address issues/concerns experienced by both organizers and participants, particularly: connectivity issues (i.e., weak/intermittent internet, power outage, bad weather/flooding); and low focus and concentration (due to overlapping workload, and office tasks).

### V. OBJECTIVES

Phase 2 intends to provide a continuing technical training program focusing on specific topics related to project development and project management to selected LGUs, DOT

offices and DOT attached agencies who completed the requirements of Phase 1 training program.

It aims to enhance the capability of the participants to do the following:

7. Enhance tourism-related proposal into full project proposal that could bring high impact results to the sector and its support industries by imbibing concepts, principles and processes in project development, management, and monitoring and evaluation;
8. Identify critical factors, aspects, and key elements of viability of projects; and
9. Explore possible project financing modalities.

An enhanced project proposal, incorporating concepts and ideas on project management, and monitoring and evaluation shall be the primary output for Phase 2. As culminating activity, each group will be asked to present their proposal.

## VI. ACTIVITY REQUIREMENTS

### 1. Hotel Accommodation (5D/4N)

- Provision of single and/or twin-sharing room hotel accommodation for 60 pax (resource person, OSC secretariat and participants);
- Must be a DOT-accredited hotel;
- All participants must be housed in one (1) hotel; and
- Unutilized rooms, if any, must not be charged to the DOT and be excluded from the final billing.
- **Participants:** DOT Central Offices, DOT Regional Offices, DOT Attached Agencies, and LGUs (i.e., Provinces, Cities or Municipalities).

No. of Pax	Room Type	Check In	Check Out
60	Single / Twin-sharing	05 December 2022	09 December 2022

### 2. Meals

- Provision of meals for participants, resource person, and OSC secretariat.

Date	Number of Pax	Meals	Remarks
05 December 2022	60 pax	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water
		Lunch	Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water
		Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
06 December 2022	60 pax	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water

		Lunch	Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water
		Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
07 December 2022	60 pax	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water
		Lunch	Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water
		Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
08 December 2022	60 pax	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water
		Lunch	Plated lunch set up inclusive of 1 round of chilled juice with service/bottled water
		Dinner	Managed buffet dinner set up inclusive of 1 round of chilled juice with service/bottled water
09 December 2022	60 pax	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water
		Lunch	Plated lunch/ within the vicinity of technical visit, inclusive of 1 round of chilled juice with service/bottled water
		Dinner	Packed dinner inclusive of 1 round of chilled juice with service/bottled water

### 3. Meeting Rooms

- One meeting room to accommodate 60 pax, good for 8 hours for 4 days;
- Equipped with air-conditioning;
- Standby personnel for IT-related concerns;
- Flowing coffee, hot chocolate, tea, water station, nuts, and candies;
- Pencil and note pad;
- Provision of the following services:
  - WiFi (strong and reliable) connection;
  - 2 high definition 60" LCDs/projectors with connectors;

- Minimum of 2 microphones with reliable sound system;
- Extension wires for use of organizers, and participants; and
- Electrical use for laptops, cellphones and other gadgets.

Days	Number of Meeting Room	Number of Pax	Remarks
05 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
06 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
07 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
08 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water

#### 4. Transportation

- Inclusive of professional driver, drivers' fee, expressway toll fees, and other applicable fees; and
- Unutilized vehicles, if any, must not be charged to the DOT and shall be excluded from the final billing;

Date	Capacity and Route	Remarks
05 December 2022	<b>7 Van (Mactan and Cebu City)</b> Number of Vans: 7 units Number of pax per van: 9 Good for 1 day Route: Pick Up from Airport to Hotel	Passengers: Participants, Secretariat, Resource Person
09 December 2022	<b>7 Van (Mactan and Cebu City)</b> Number of Vans: 7 units Number of pax per van: 9 Good for 1 day Route: 1. Pick Up from hotel to Technical Visit (c/o Host City) 2. Hotel to Airport Drop Off Time: TBD	Passengers: Participants, Secretariat, Resource Person

#### 5. Domestic Air Tickets

- Provision of roundtrip economy class air tickets for participants; and
- Unutilized flights, if any, must not be charged to the DOT and be excluded from the final billing;

- Pax: OSC Secretariat, and Manila-based Speaker and Participants.

Date	Number of Pax	Destination	Preferred Flight Details	Baggage
05 December 2022	12 pax	Manila to Cebu	Morning	20 kg per person
09 December 2022	12 pax	Cebu to Manila	Evening	20 kg per person

#### 6. Supplies

- 1 set of learning materials for 60 pax
  - On-the-go (OTG) Flashdrive 32GB, USB 3.0
  - A5 Notebook 80 leaves
  - Black and Blue Sign Pen
- 1 set of hygiene/care kit for 60 pax
  - 60ml Alcohol Bottle
  - 5pcs KN95 Mask

#### VII. PROJECT COST, MODE OF PROCUREMENT AND TERMS OF PAYMENT:

The total allocated budget for the abovementioned activity and its deliverables is **Php 997,823.00**, covering all activity-related expenses including taxes and fees.

#### VIII. MINIMUM QUALIFICATIONS OF SERVICE PROVIDER

1. Must be DOT-accredited;
2. Must have the latest PhilGEPS certification; and
3. Must be willing to provide services on a send-bill arrangement.

#### IX. CONTACT DETAILS:

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#### APPROVED BY:

  
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