

TERMS OF REFERENCE

I. PROJECT TITLE

TOURISM INTEGRATES, SUPPORTS AND MINDS WOMEN'S RIGHT AND CHILD SAFETY (TouRISM WoRCS)

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : November 21 to 22, 2022
Location : Puerto Galera, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The program intends to provide the Tourism Establishments and Local Government Units (LGU) with learnings on the protection of women's and children's rights in the tourism industry.

III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Preferably a **DOT Accredited Travel and Tour Agency or Tour Operator**
- Located in **MIMAROPA Region**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement

V. SCOPE OF WORK/SPECIFICATIONS

A. Transportation

1. Van Transfer for DOT Facilitator and Resource Speaker
November 20, 2022 – Residence to Batangas Port
November 23, 2022 – Batangas Port to Residence
2. Boat Fares for DOT Facilitator and Resource Speaker
November 20, 2022 – Batangas Port to Balatero Port
November 23, 2022 – Balatero Port to Batangas Port

B. Accommodation with Daily Breakfast

Guests: One (1) Speaker and One (1) DOT Facilitator

Two (2) Single Occupancy Room

- Check-in: November 20, 2022
- Check-out: November 23, 2022

C. Function / Workshop Requirements

1. Date of training: November 21-22, 2022 (8 hours/day)
2. Number of persons: 35 pax
3. Meals:
 - Plated AM Snacks with 1 round of drinks (juice or soft drinks)
 - Plated Lunch with 1 round of drinks (juice or soft drinks)
 - Plated PM Snacks with 1 round of drinks (juice or soft drinks)
 - Free flowing Coffee
 - Water dispenser
4. Capacity of the venue must be good for 80 pax to allow social distancing between participants, resource speakers and facilitators;
5. Registration should be near the entrance of the training venue;
6. Entrance should have alcohol dispenser and thermal scanner;
7. Secretariat table should be inside the venue for easier facilitation and contact with speakers;
8. Table with individual alcohol and chair set-up with social distancing;
9. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer. Classroom set-up;
10. Aisles should be available in the middle and two sides;
11. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen, WIFI access; and
12. Welcome tarpaulin 4sq. ft. x 6sq. ft and backdrop tarpaulin 12sq. ft. x 6sq. ft.

D. Outside Meals for DOT Facilitator and Speaker

1. November 20, 2022 (Breakfast, Lunch, Dinner)
2. November 21-22, 2022 (Dinner)
3. November 23, 2022 (Lunch)

E. Miscellaneous

1. Tarpaulin Printing
2. Printing Expense
3. Training Supplies

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **ONE HUNDRED SEVENTY – SIX THOUSAND TWO HUNDRED EIGHTY PESOS (PHP 176,280.00)**, 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.

VII. PROJECT OFFICER/CONTACT PERSON

CECIL V. ARANTON

Chief Tourism Operations Officer

Tourism Regulation Division

DOT – MIMAROPA

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