

**DEPARTMENT OF TOURISM – MIMAROPA  
TOURISM DEVELOPMENT DIVISION**

**TERMS OF REFERENCE**

(Ground Handling)

**I. PROJECT TITLE**

**Farm Tourism: Food Security and Urban Farming**

Host Agency: Department of Tourism MIMAROPA

Dates of Implementation: December 6 - 8, 2022

**II. PROJECT BACKGROUND**

The National Tourism Development Plan (NTDP) of 2016 – 2022 identifies ten (10) tourism products in the Philippines. Each product has its own uniqueness depending on the nature of the destination that makes tourism as a valuable and sustainable contributor to the economic development of our communities. One of the advocacies of the Department of Tourism (DOT) is the promotion of the tourism industry as an engine of economic growth through environmentally sound operations that advocate social responsibility and inclusiveness.

In line with this, the Department of Tourism MIMAROPA will conduct a face-to-face Food Security and Urban Farming Seminar on December 6 – 8, 2022 in El Nido, Palawan. The seminar shall impart enhancement of knowledge to DOT-accredited and potential farm tourism sites, tourism stakeholders, and Local Government Units (LGUs) on other techniques with regard to urban farming and highlighting the importance of food security on urban areas.

**III. DOCUMENTARY REQUIREMENTS FOR TRAINING PROVIDERS**

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate
5. DTI/Sec Permit

**IV. SPECIFIC REQUIREMENTS**

**A. Airfare**

- Roundtrip airline ticket of MNL-ENI / USU-ENI (direct flight) good for 4 pax (December 5 and 9, 2022)

**B. Van Hire**

- Whole day tourist-van hire x 1 van x 2 days (December 5 and 9, 2022)
- Whole day tourist-van hire x 5 vans x 1 day (December 8, 2022)

**C. Accommodation**

- Four (4) single rooms for Resource Person and DOT Personnel
- Accommodation must be DOT accredited

- Must be within the proximity of the training venue

D. Venue and Meals (Lunch, AM and PM Snacks)

- For 35 pax – December 6 - 8, 2022
- Meeting Package Inclusions:
  - ✓ Complimentary use of LCD projector and screen
  - ✓ Complimentary use of basic sound system with Microphones
  - ✓ Complimentary wireless internet access
  - ✓ Podium
  - ✓ Candies and Mints
  - ✓ Water and Coffee Station

E. Training Kits

- Training kits for 35pax
- Must include the following:
  - ✓ Notebook
  - ✓ Two (2) pieces black ballpen
  - ✓ Notepad
  - ✓ 60ml Alcohol

F. Communication Allowance for Project Officers

- Load Allowance worth PHP450.00

G. Honorarium for Resource Person

- 1,200/hr. x 24 hours = PHP 28,800.00

**V. APPROVED BUDGET FOR THE CONTRACT**

THREE HUNDRED TWENTY THOUSAND PESOS (₱320,000.00) inclusive of all applicable taxes and service fees.

**VI. PROJECT OFFICER/CONTACT PERSON**

**MARC RAMIRO R. ORTIZ LUIS**

Tourism Operations Officer II

Tourism Development Division

DOT MIMAROPA

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