



OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE **GROUND HANDLING SERVICES**

BARRIER FREE TOURISM – PWD RESCUE **December 2022**

I. Project Title: BARRIER FREE TOURISM – PWD RESCUE

II. Background and Project Description

Barrier Free Tourism (BFT) is one of the Department of Tourism's Advocacy Programs in coordination with the National Council on Disability Affairs (NCDA), Autism Society Philippines and United Architect of the Philippines.

Through the Office of the Industry Manpower Development and the Regional Offices, various initiatives on Barrier Free Tourism are conducted bearing in mind and recognizing the importance of accessibility of persons with disabilities to the physical, socio economic and cultural environment to fully enjoy their human right and fundamental freedoms as prescribed under UN Convention on the Rights of PWD's.

II. Objectives

1. To disseminate information about PH Barrier Free Tourism
2. To train tourism frontliners on how to assist PWDs, the elderly, pregnant women and parents with small children
3. To make tourism sites and establishments more accessible to all travellers particularly PWDs, the elderly, pregnant women and mothers with small children
4. To encourage more PWDs, senior citizens, pregnant women and parents with small children to travel around the Philippines
5. To develop global competitiveness on Barrier Free Tourism

IV. Minimum Requirements

- Must be a DOT accredited Travel and Tour Agency/Travel Agency/Tour Operator or Service provider
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS) and
- Must be willing to provide services on a send-bill arrangement

IV. Scope, Coverage and Deliverables

TRAINING DATES : **DECEMBER 12-13, 2022 (INCLUSIVE OF TRAVEL TIME, 1 DAY BEFORE AND 1 DAY AFTER TRAINING)**

The following are the services required by the DOT:

A. Services before the training

1. Arrange and Purchase **Air fare, land and sea transfer** from Manila to Venue to Manila (round trip) for 5 pax (3 Resource Persons and 2 secretariat/facilitator)

FLIGHT DETAILS	PASSENGER DETAILS	REQUIREMENTS
December 11, 2022 Manila-Caticlan December 14, 2022 Caticlan-Manila	GLORIA V. PUNZALAN 1. Birthday – March 25, 1967 2. Email: glopunzalan@gmail.com 3. Contact Number : 09561287789 4. Get Go: N/A 5. Mabuhay Miles	<p>Inclusive of:</p> <ul style="list-style-type: none">• 20 kilos baggage allowance• Travel Insurance• Tickets are refundable and rebookable, regular fare (not promo fare)• Land and sea port transfer from Caticlan airport to venue
December 11, 2022 Manila-Caticlan December 14, 2022 Caticlan-Manila	JULIETA B. MALONZO 1. Birthday – February 26, 1964 2. Email: malonzojuliet26@gmail.com 3. Contact Number : 09067880380 4. Get Go: N/A 5. Mabuhay Miles	
December 11, 2022 Manila-Caticlan December 14, 2022 Caticlan-Manila	JOSEPH V. GOMEZ 1. Birthday – October 2, 1976 2. Email: 3. Contact Number : 4. Get Go: N/A 5. Mabuhay Miles	
December 11, 2022 Manila-Caticlan December 14, 2022 Caticlan-Manila	JOSE MICHAEL OLORIS 1. Birthday: May 24, 1978 2. Email: Irene.oloris15@gmail.com 3. Contact Number : 09175756023 4. Get Go: N/A 5. Mabuhay Miles	
December 11, 2022 Manila-Caticlan December 14, 2022 Caticlan-Manila	JONATHAN UY 1. Birthday: 2. Email: 3. Contact Number : 4. Get Go: N/A 5. Mabuhay Miles	

2. Arrange **accommodation** for 4days/3nights for 3 Resource Persons and 2 secretariat/facilitators

3. Arrange **meals** for the 3 Resource Persons and 2 secretariat/facilitator during the conduct of training (off session)

B. Services on actual training

1. Provide **training venue and meals**:

Day 1 Dec. 12	Venue Indoor	1Lunch: managed buffet	AM and PM snacks	30 participants 10 Resource Persons Facilitators, Secretariat, Guests
Day 2 Dec 13	Venue outdoor	1 Lunch plated or packed		

2. Provide **equipment** requirements as needed in the conduct of actual rescue demonstration.

C. Services after the training

1. Prepare and submit Terminal Report with photos

D. Others deliverables

1. Assist to facilitate the conduct of a 2-day training for the PWD's Rescue training program
2. Meet with the OIMD to clarify the purpose, objectives and deliverables of the program expectations.
3. Assist the secretariat and technical support team
4. Assist for documentation and post-activity report
5. Assist in the registration of the participants in coordination with the secretariat.
6. Coordinate concerned offices/units regarding the venue for stage set-up (if needed) and venue for the actual rescue demonstration.
7. If required, RT-PCR test for five pax (speakers and secretariat/facilitator)
8. Ensure all required training materials and other required equipment are available and functioning.

V. Project Duration

December 12-13, 2022 or upon issuance of Notice of Award.

VII. Approved Budget Cost

TWO HUNDRED FIFTY NINE THOUSAND ONE HUNDRED SIXTEEN PESOS ONLY (P259,116.00) inclusive of all applicable government taxes in accordance with government procedure.

Note: The winning bid however, 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.

VIII. Contact Person

GLORIA V. PUNZALAN

Office of Industry Manpower Development

Email address – glopunzalan@gmail.com

09561287789

Prepared by:

GLORIA V. PUNZALAN

Project Officer

Reviewed by:

RYAN N. SEBASTIAN

Chief Tourism Operations Officer

Manpower Training Division

Office of Industry Manpower Development

Approved by:

ARLENE A. ALIPIO

OIC-Director

Office of Industry Manpower Development