

TERMS OF REFERENCE

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

II. **DATE:** 12 to 16 December 2022

III. **LOCATION:** Baguio City

IV. 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:

1. 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;
2. Identify critical factors, aspects, and key elements of viability of projects; and
3. 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.

V. 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.
- **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	12 December 2022	16 December 2022

2. Meals

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

Date	Number of Pax	Meals	Remarks
12 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
13 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
14 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
15 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
16 December 2022	60 pax	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service/bottled water
		Lunch	Packed 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
12 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
13 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
14 December 2022	1 room	60 pax	With provision of AM and PM snacks inclusive of 1 round of chilled juice with service water
15 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.

Date	Capacity and Route	Remarks
12 December 2022	2 coasters (Manila and Baguio City) Number of Coaster: 2 units Capacity: 30 pax per coasters Good for 1 day Route: Pick Up from DOT Central Office Makati City to Hotel Time: TBD	Passengers: Participants, Secretariat, Resource Person
16 December 2022	2 coasters (Manila and Baguio City) Number of Vans 2 coasters Capacity: 30 pax per coasters Good for 1 day Route: 1. Pick Up from hotel to Technical Visit (c/o Host City) 2. Hotel to DOT Central Office Makati City Time: TBD	Passengers: Participants, Secretariat, Resource Person

5. 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 and 5pcs KN95 Mask


VI. PROJECT COST, MODE OF PROCUREMENT AND TERMS OF PAYMENT:

The total allocated budget for the abovementioned activity and its deliverables is **Php. 818,472.00**, covering all activity-related expenses including taxes and fees.


VII. 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.

VIII. CONTACT DETAILS:

Contact Person :  Rensan Sison
Office : Office of Special Concerns
Email Address : rbsison@tourism.gov.ph

APPROVED BY:


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