

TERMS OF REFERENCE

I. PROJECT

Title: Focus Group Discussions (FGDs) with Concerned National Government Agencies in Tuguegarao City on the Formulation of the Implementing Rules and Regulations of Republic Act No. 10866 or the Batanes Responsible Tourism Act

Host Agency: Department of Tourism

Date: December 01 to 03, 2022

Location: Tuguegarao City, Cagayan

II. PROJECT RATIONALE AND OBJECTIVES

On 23 June 2016, Republic Act (RA) No. 10866 was approved by President Benigno Aquino III. In accordance with the provisions of the Act, the Department of Tourism (DOT), in coordination with the Department of Environment and Natural Resources (DENR), National Commission on Indigenous Peoples (NCIP), and National Commission for Culture and the Arts (NCCA), in consultation with provincial and municipal governments of Batanes, will facilitate the formulation of the Implementing Rules and Regulations (IRR) of RA 10866.

The Focus Group Discussions (FGDs) in Tuguegarao City will allow the DOT - Technical Working Group (TWG) to facilitate the formulation of the IRR of RA 10866.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item IV of the TOR**

IV. SCOPE OF WORK / DELIVERABLES:

- A. **Domestic Airline Tickets-** (for 6 DOT personnel)
 1. December 01, 2022 - Manila to Tuguegarao
 - Manila to Tuguegarao
(Preferred Time: 9:00AM to 10:10 AM)
 2. December 03, 2022
 - Tuguegarao to Manila
(Preferred Time: 12:45 NN to 14:05 PM)

B. Accommodation

- Must be DOT Accredited Hotel with a 3-star or above rating
- Must be located in Tuguegarao City
- Must be inclusive of van transfer to and from the airport
- All rooms must be inclusive of breakfast, complimentary Wi-Fi access on all rooms and public areas, and drinking water/coffee/tea
- Room: Php750/room x 14 pax
- Number of nights: Two (2) nights
- Check In: 01 December 2022
- Check Out: 03 December 2022

C. Function / Workshop Requirements

1. Date of Function: December 01-02, 2022 (2 days)
2. Number of participants: 50 pax
3. Meals
 - December 01, 2022**
 - Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
 - December 02, 2022**
 - Breakfast
 - Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
4. Free flowing Coffee
5. Water Dispenser
6. Registration table should be near the entrance of the function venue.
7. Secretariat table should be inside the venue for easier facilitation of the workshop.
8. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
9. Roundtable set-up
10. Aisles should be available in the middle and two sides.
11. Must have available stage, podium, laptop, microphones/PA system, projection screen, LCD projector, pens and pads, WIFI access.

D. Meals for 14 pax (8-DOT personnel, 6 pax-personnel from National Government Agencies from Metro Manila and Batanes.)

1. December 01-02, 2022
 - Dinner
2. December 03, 2022
 - Breakfast and Lunch


V. BUDGET

Budget for the conduct of the event is ONE HUNDRED NINETY-ONE THOUSAND THREE HUNDRED SIXTY-FIVE PESOS AND SIXTY-FOUR CENTAVOS (**Php 191,365.64**), inclusive of applicable taxes and government procedure.

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.

V. PROJECT OFFICER

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Approved by:


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