

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

TERMS OF REFERENCE

(Ground Handling)

I. PROJECT TITLE

**MIMAROPA Peace Village Development Project Assessment
with Regional Line Agencies and LGUs**

Host Agency: Department of Tourism MIMAROPA

Dates of Implementation: December 9-11, 2022

II. PROJECT BACKGROUND

The Department of Tourism MIMAROPA will be conducting an assessment with Regional Line Agencies and Local Government Units in the municipalities of San Jose, Occidental Mindoro, Bulalacao and Mansalay, Oriental Mindoro on December 9 – 11, 2022.

The potential growth of the tourism industry on the identified barangays and localities, with the support of harmonizing implementation strategies of various institutions and other national government agencies in the formulation of Peace Villages in the region, will greatly help the tourism industry and other industries in promoting inclusive-growth, peace and order, safety and security and will add to the promotion of diverse cultures of the Filipino communities in the region.

The members of the MIMAROPA Regional Tourism Committee (MRTC) will be invited to this activity to be able to identify the necessary programs and activities that can support the development of their local tourism sites.

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 Certificate

IV. SPECIFIC REQUIREMENTS

A. Airfare

- Roundtrip airline ticket of MNL-SJI good for 18pax (December 9 and 11, 2022)
- With 20kgs baggage allowance

B. Transportation

- Whole day tourist-van hire x 3 vans x 3 days (San Jose-Bulalacao-Mansalay) vice versa
- Whole day van hire x 1 van x 2 days (Calapan – San Jose)
- Whole day boat hire within Bulalacao Islands (Buyayao and Pocanil)

C. Accommodation

- Ten (10) twin rooms
- Accommodation must be DOT accredited
- With breakfast included
- Two (2) night stay in San Jose (December 9 – 11, 2022)

D. Venue and Meals (Lunch with AM Snack)

- For 25 pax – December 9, 2022
- Venue must be located in San Jose, Occidental Mindoro
- 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. Sanitary Kits

- Sanitary kits for 25pax
- Must include the following:
 - ✓ 5pcs. surgical mask
 - ✓ Travel paper soap
 - ✓ Insect repellent
 - ✓ Wet wipes
 - ✓ Alcohol 60ml

F. Meals

- Lunch, AM and PM Snacks, and Dinner for 25pax from December 9 – 11, 2022

V. APPROVED BUDGET FOR THE CONTRACT

FOUR HUNDRED SIXTY THOUSAND NINE HUNDRED SIXTY PESOS
(₱460,960.00) 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

0917-716-0305 | Email: dot4b.bacsecretariat@gmail.com