

## TERMS OF REFERENCE

### I. PROJECT TITLE

COMMUNITY GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: March 19 – 27, 2023

Location: Coron, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with the knowledge and ability to assist, facilitate, entertain, and guide the tourists and visitors who will visit the Municipality, provide livelihood opportunities, and enhance resource capability for tourism development in the respective locality; and for the participants to be accredited by the DOT.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Travel and Tour Agency or Tour Operator**
- C. Located in **MIMAROPA or National Capital Region (NCR)**
- D. Must be willing to **provide services on a send-bill arrangement**
- E. Must comply with the details of services specified in **Item IV of the TOR**

### DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's / Business Permit
2. PHILGEPs Registration Number or Certificate of Platinum Membership
3. Sec Registration Certificate
4. DOT Accreditation Certificate
5. Omnibus Sworn Statement

### IV. SCOPE OF WORK / DELIVERABLES

#### A. Airline Fare

Guests:	Ms. Ma. Elizabeth Viray	DOB: August 17, 1963
	Ms. Maria Dolores Salamanca	DOB: March 1, 1960
	Mr. Ramon Mariñas	DOB: October 22, 1983

1. March 19, 2023 (Sunday) – Early Morning Flight
  - Manila to Coron
    - Ms. Maria Dolores Salamanca / 20kg Check-In Baggage
    - Ms. Ma. Elizabeth C. Viray / 20kg Check-in Baggage
    - Mr. Ramon Mariñas / 10 kg Check-in Baggage

2. March 21, 2023 (Monday)- AM Flight
  - Coron to Manila  
Mr. Ramon Mariñas / 10kg Check-in Baggage
3. March 27, 2023 (Monday) – Mid-Flight
  - Coron to Manila / 20kg Check-In Baggage  
Ms. Maria Dolores Salamanca  
Ms. Ma. Elizabeth C. Viray

## **B. Transportation Expense**

### **Residence to Airport and Vice Versa**

**March 19, 2023, and March 27, 2023**  
Pateros, MM – Airport – Pateros, MM  
(DOT Facilitator)

**March 19, 2023, and March 27, 2023**  
Quezon City – Airport – Quezon City  
(Resource Speaker)

**March 19, 2023, and March 21, 2023**  
Taytay Rizal – Airport – Taytay Rizal  
(FBSE Trainor)

## **C. Airport Transfers**

**March 19, 2023**  
Busuanga Airport to Accommodation – Ms. Maria Dolores Salamanca  
Ms. Ma. Elizabeth Viray  
Mr. Ramon Mariñas

**March 21, 2023**  
Accommodation to Busuanga Airport – Mr. Ramon Mariñas

**March 27, 2023**  
Accommodation to Busuanga Airport – Ms. Maria Dolores Salamanca  
Ms. Ma. Elizabeth Viray

## **D. Accommodation with Breakfast**

Three (3) Rooms

- 3 Single occupancies for DOT Facilitator and DOT Resource Speaker

Duration: 8 nights-Resource Speaker/DOT Facilitator

- Check-in: March 19, 2023
- Check-out: March 27, 2023

Duration: 1 night – FBSE Trainor

- Check-in: March 19, 2023
- Check-out: March 21, 2023

#### **E. Outside Meals**

1. March 19, 2023 (Sunday)  
Breakfast, Lunch and, Dinner  
Guests: 3 pax (DOT Facilitator and DOT Resource Speaker)
2. March 20 - 26, 2023 (Monday to Sunday)  
Dinner  
Guest: 2 pax (DOT Facilitator and DOT Resource Speaker)
3. March 20, 2023 (Tuesday)  
Dinner  
Guest: 1 FBSE Tainor
4. March 27, 2023 (Monday)  
Lunch  
Guests: 2 pax (DOT Facilitator and DOT Resource Speaker)

#### **F. Miscellaneous**

1. Supplies and Training Kits
2. Tarpaulin Printing (8ft x 11ft)
3. Tokens for Resource Speaker – Local Culture and History/Basic First Aid

#### **V. BUDGET**

The budget for the conduct of the event is One Hundred Sixty-Six Thousand Six Hundred Forty Pesos (**Php 166,640.00**) inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

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 the bid does not exceed the above total budget.

**VI. CONTACT PERSON**

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