

**DEPARTMENT OF TOURISM – MIMAROPA  
GENDER FOCAL POINT SYSTEM (GFPS)**

**TERMS OF REFERENCE**

(Service Provider)

**I. PROJECT TITLE**

**NATIONAL WOMEN’S MONTH 2023 OBSERVANCE AND CELEBRATION**

Host Agency : Department of Tourism MIMAROPA

Date of Implementation : March 22-25, 2023

Location: Puerto Galera, Mindoro Oriental

**II. BACKGROUND INFORMATION**

Republic Act 6949 “An act declaring **March 8** of every year as special working holiday to be known as National Women's Day/Month”. The Department of Tourism joins the celebration to support the government's international commitments on gender and development and promote and advocate women's rights.

The Department of Tourism (DOT) MIMAROPA Region supports the 2023 National Women’s Month Celebration which aims to inform and engage women and everyone to push for gender-responsive government programs and services that empower women to contribute to nation-building and inspire women and girls to empower themselves and take on leadership roles, opportunities, and benefits toward maximizing their full potential and enabling them to reap the fruits of gender equality.

This year’s celebration marks a juncture in the advancement of women’s rights as it launches a new recurring theme from this year to 2028: **WE for gender equality and inclusive society**. Inclusive society is a call not only for a gender-responsive society but an inclusive one. A society that overrides differences in SOGIE, class, ability, generation, status, and culture; a society where every individual, each with rights and responsibilities, has an active role to play.

The MIMAROPA Gender and Development Focal Point System (GFPS) team seeks to celebrate women’s month meaningfully by providing medical mission for the Iraya Mangyan Indigenous People (IP) at its village located in Talipanan, Puerto Galera.

**III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER**

A. Must be **PHILGEPS REGISTERED**

- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila and/or Puerto Galera, Oriental Mindoro**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

#### **IV. DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS**

- Current Mayor's / Business Permit / BIR Certification (for Individual)
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

#### **V. SCOPE OF WORK/DELIVERABLES**

##### **A. Accommodation**

###### **GFPS Team**

###### **Two (2) Room**

- Twin Occupancy

Duration: 3 nights

- Check-in: March 22, 2023
- Check-out: March 25, 2023

###### **One (1) Room**

- 1 Single occupancy

Duration: 3 nights

- Check-in: March 22, 2023
- Check-out: March 25, 2023

##### **B. Transportation**

###### **Van Hire**

###### **DOT Makati to Batangas Port Vice Versa**

- March 22 and 25, 2023

###### **Puerto Galera**

- March 22-25, 2023

## **Boat Fare**

### **Batangas Port to Balatero Port**

- March 22, 2023 - 8 Passenger

### **Balatero Port to Batangas Port**

- March 25, 2023 - 7 Passenger

### **Balatero Port to Batangas Port**

- March 27, 2023 - 1 Passenger

## **C. Meals Requirements**

Venue: Mangyan Village, Puerto Galera

Date: March 23, 2023

1. Number of Participants: 50 pax

2. Meals

- AM Snacks with 1 round of mineral water
- Guided Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
- PM Snacks with 1 round of mineral water

## **D. Collaterals/Medicines**

### **Donation of Health Kit/Medicines for Women and Children IPs**

- Antibiotic
- Vitamins (Vitamin C, Iron and Vitamin B)
- Pain Reliever
- Paracetamol

## **E. Outside Meals**

1. Breakfast, Lunch and Dinner

- March 22 – 25, 2023
- 7 Pax

## **F. Miscellaneous**

1. Vest as Uniform – 2 Pcs
2. Tarpaulin, Supplies and Materials
3. Communication Allowance

## **VI. BUDGET**

Budget for the conduct of the event Two Hundred Fifteen Thousand Four Hundred Eighty Pesos (**Php 215,480.00**) 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 bid does not exceed the above total budget.

## **VII. CONTACT PERSON**

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