

## TERMS OF REFERENCE

### I. PROJECT TITLE

COMMUNITY GUIDING TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : March 21 to 27, 2023  
Location : El Nido, 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 **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila and/or El Nido, Palawan**
- 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

- 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. Transportation

1. Grab Fare
  - Guest Name: Mr. David John Apigo  
March 20, 2023 – Quezon City (Residence) to Airport  
March 28, 2023 – Airport to Quezon City (Residence)
2. Airline Fare
  - Guest Name: Mr. David John Apigo  
March 20, 2023 – Manila to El Nido  
March 28, 2023 – El Nido to Manila
3. Airport Transfer
  - March 20, 2023 – Lio Airport to Accommodation  
March 28, 2023 – Accommodation to Lio Airport

## **B. Accommodation**

- Two (2) Single Occupancy Room (8 nights)  
Check-in: March 20, 2023  
Check-out: March 28, 2023
- One (1) Single Occupancy Room (2 nights)  
Check-in: March 21, 2023  
Check-out: March 23, 2023

## **C. Van Transfers**

- One (1) DOT Facilitator  
March 20, 2023 – Puerto Princesa to El Nido  
March 28, 2023 – El Nido to Puerto Princesa
- One (1) FBSE Speaker  
March 21, 2023 – Puerto Princesa to El Nido  
March 23, 2023 – El Nido to Puerto Princesa

## **D. Outside Meals**

1. March 20, 2023  
Breakfast, Lunch and Dinner for 2 pax  
1 DOT Facilitator and 1 Resource Speaker
2. March 21 – 22, 2023  
Dinner for 3 pax  
1 DOT Facilitator and 2 Resource Speaker
3. March 23 – 27, 2023  
Dinner for 2 pax  
1 DOT Facilitator and 1 Resource Speaker

## **E. Miscellaneous**

1. Tarpaulin printing
2. Token for Basic First Aid Trainer
3. Token for Local Culture and History Speaker
4. Printing and training supplies

## **VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **One Hundred Seven Thousand One Hundred Ninety – Eight Pesos (Php 107,198.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

## VII. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (***send bill arrangement***). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

## VIII. PROJECT OFFICER / CONTACT PERSON

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