

TERMS OF REFERENCE

(Procurement of Seminar Venue, Meals and Accommodation, Transportation Requirements)

- I. **PROJECT** : **DISASTER RISK REDUCTION SEMINAR WORKSHOP**
- II. **DATE/VENUE OF IMPLEMENTATION** : **11 - 13 October 2023 / Caliraya/Cavinti Laguna**
- III. **BACKGROUND/RATIONALE** :

The Philippines was ranked the third in the 2018 World Risk Index of most disaster-prone countries in the world being located along the boundary of major tectonic plates or the so-called Ring of Fire (referring to a large Pacific Ocean region where many of the earth's volcanic eruptions and earthquakes occur). Every year, the country experiences almost all forms of disasters such as typhoons, earthquakes, and volcanic eruptions with numerous complex emergencies due to armed conflict, fire and other man-made disasters.

In its continuous effort in strengthening the capacity of its workforce and in advancing the Department's resiliency to deal and cope with the effects of disasters that are brought about by natural and human induced hazards. The TDD acknowledges the importance of staging this seminar and drill not only as a means to comply with the Occupational Safety and Health Standard (OSHS) for accreditation, but to make sure everybody is prepared when disaster strikes.

The Department of Tourism (DOT) as a member agency of the National Disaster Risk Reduction Management Council (NDRRMC), is duty bound to capacitate its workforce on emergency preparedness and response to mitigate the effects and imminent dangers of any hazards or disasters such as fire and earthquakes. With this, our Training and Development Division (TDD) together with the DOT Disaster Risk Reduction and Management (DOT DRRM) and in cooperation with the NDRRMC will conduct the "Disaster Risk Reduction Seminar Workshop" to be held on 11 - 13 October 2023.

IV. OBJECTIVES

By the end of this seminar the participants should be able to:

- Overreach the aims and objectives of disaster preparedness;
- Define the terms hazards, disasters and vulnerability;
- Identify of different types of disasters;
- Learn the scope of disaster preparedness measures; and
- the concept of community-based disaster

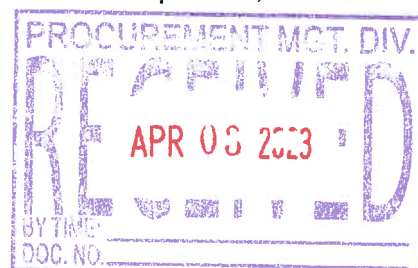
V. MINIMUM REQUIREMENTS FOR SUPPLIER:

For Training Venue:

- Must be a DOT- Accredited hotel establishment;
- Must be able to provide seminar venue and meals for 40 employees and resource person/s, including room accommodation for the TDD Secretariat, Regional participants and Central Office;
- Must be able to provide a big Function Room that will allow participants to do some activities and with no obstruction(pillar-free); can accommodate 40 pax; and
- Must be in Caliraya/Cavinti Laguna only.

For Transportation:

- Must be a DOT – Accredited transportation service;
- Must be able to transport 40 employees, TDD Secretariat and resource person/s;



VI. SCOPE OF WORK/DELIVERABLES:

Lot I.

TRAINING VENUE WITH MEALS AND ACCOMMODATION:

A.) Training Venue Package – PhP125,580.00

Inclusions:

- ✓ Use of big Function Room with Registration Table for the secretariat with Rostrum
- ✓ Provision of free flowing coffee/ tea from 7:00 am – 6:00 pm with Stable Free Wi-Fi access
- ✓ Standard ambient light of venue preferably shades of white.
- ✓ Properly sanitized venue.
- ✓ Audio Visual Equipment with dedicated technician
- ✓ LED Projector/Wide Screen; Standard Audio/PA System with at least 2 microphones
- ✓ Free use of Whiteboard with Markers; and provision of Pens and Pads

B.) Meals

Three (3) Breakfast/ Three (3) Lunch/ Three (3) Dinner

PhP220.00/meal x 3 = PhP660.00/pax

PhP660.00 x 40 x 3 Days = **PhP79,200.00**

C.) Accommodation

Twenty (20) twin-sharing (i.e. 2 beds) hotel room accommodation

PhP2,200.00 per room x 20 rooms x 2 Nights = **PhP88,000.00**

Check – in: October 11, 2023

Check – out: October 13, 2023

Lot II.

TRANSPORTATION

Transportation Service Package – PhP60,000.00

Inclusions:

- ✓ 1 unit of Air-conditioned Bus with Driver for 40 Pax
- ✓ Properly sanitized interior
- ✓ With Charging port
- ✓ Audio System with microphone for announcement
- ✓ Toll Fees for Skyway/Expressway

- October 11, 2023 (ETD: 5:30a.m. – ETA: 7:00a.m.) – from DOT Central Office Makati City to Caliraya/Cavinti Laguna
- October 13, 2023 (ETD: 6:00p.m. – ETA: 7:30p.m.) – from Caliraya/Cavinti Laguna to DOT Central Office Makati City

VII. APPROVED BUDGET FOR THE CONTRACT:

Three Hundred Fifty-Two Thousand Seven Hundred Eighty Pesos (PhP352,780.00) inclusive of applicable tax.


VIII. CONTACT PERSON:

Mr. Joseph R. Pastrana and Ms. Carolyn P. Gabriel
(Training and Development Division)

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