

## TERMS OF REFERENCE

### I. PROJECT TITLE :

#### **JOINT MEMORANDUM OF AGREEMENT SIGNING OF DOLE, DOT, TESDA ON TUPAD TRAINING CUM PRODUCTION FOR BENEFICIARIES AFFECTED BY OIL SPILL IN ORIENTAL MINDORO**

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date / Location : April 23- 24, 2023,  
Calapan Convention Center, Calapan City, Or. Mindoro

### II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) MIMAROPA together with Technical Education and Skills Development Authority (TESDA) , and Department of Labor and Employment DOLE as the lead agency, will be conducting a Joint Memorandum of agreement (MOA) Signing to launched the TUPAD training program cum Production for beneficiaries affected by the oil spill in the province of Oriental Mindoro. The activity will be participated by various concerned national agencies, Provincial, City and Municipal government units and various displaced tourism workers /individuals affected by the oil spill incident.

Through the collaborative efforts of the above-mentioned agencies, this program will help the local tourism industry rise up again and move towards recovery by way of providing skills enhancement trainings and providing starter kits to target beneficiaries which will help them acquire and develop new skills to regain confidence in engaging to more productive, entrepreneurial way of living.

### III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must **have experience providing training services to DOT and other government agencies**
- Located in **Manila, CalaBaRzon and/or Mindoro Oriental**
- Must be willing to provide services on a **send-bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

### IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

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

### **A. TRANSPORTATION**

#### **1. Van Hire (Outside Mindoro)**

**1 unit van for Guest: DOT (Officials and staff)**

April 23 – Manila to Berberabe, Batangas

April 24 – Berberabe, Batangas to Manila

#### **2. Boat fares (water taxi, Fastcraft including entrance fees, terminal fees, EUF)**

**Guests: 4 DOT Officials and staff**

April 23 - Berberabe Port, Batangas to Sabang, Puerto Galera  
(via water taxi)

April 24 – Muelle Port, Puerto Galera to Berberabe Port, Batangas  
(via water taxi)

#### **3. Van Hire (within Oriental Mindoro)**

**2 units van for Guest: DOT (Officials and staff)**

April 23 – Calapan-Puerto Galera-Calapan-Puerto Galera

April 24 - Puerto Galera- Calapan-Puerto Galera

### **B. ACCOMMODATION**

#### **4. Accommodation for DOT Officials and Staff**

**(DOT4B Staff) 3 pax**

Three (3) Single Occupancy:

Check-in: April 23

Check-out: April 24

**DOT Officials 2 pax**

Two (2) Single Occupancy:

Check-in: April 23

Check-out: April 24

### **C. MEALS**

#### **5. Meals for DOT Officials and Staff (5 PAX)**

**(DOT Staff)**

May 23 – Breakfast, Lunch, Dinner x 3 pax

May 24 – Breakfast, Lunch, Dinner x 3 pax

**(DOT Officials)**

May 23 – Breakfast, Lunch, Dinner x 2 pax

May 24 – Breakfast, Lunch, Dinner x 2 pax

**D. Other Expenses:**

Communication Allowance 1 DOT Staff

**E. Contingency**

**APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the conduct of the activity is **ONE HUNDRED NINETEEN THOUSAND FOUR HUNDRED PESOS (Php 119,400.00)** inclusive of amenities and all government taxes and charges as defined in this Terms 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.

**I. PROJECT OFFICER/CONTACT PERSON**

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