

TERMS OF REFERENCE

I. PROJECT TITLE

BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT) SOUVENIR MAKING

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA
Date / Location : June 14 to 17, 2023 – San Teodoro, Oriental Mindoro
June 19 to 22, 2023 – City of Calapan, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

1. To help provide alternative livelihood through provision of series of trainings that can possibly sustain the income of affected families
2. Boost the confidence of affected tourism workers in regaining the tourism industry in Oriental Mindoro
3. Equipped the members of CBSTOs the individual skills that will further enhance their skills as a tourism worker
4. To promote the other tourism products that Oriental Mindoro can offer despite the Oil Spill incidence

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 Metro Manila &/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. One (1) Van Hire

- ✚ **Guests: DOT Facilitator and FBSE Resource Speaker**
June 13, 2023 – DOT Makati Office to Batangas Port
June 23, 2023 – Batangas Port to DOT Makati Office

2. Boat Fare and Terminal Fees

Guests: DOT Facilitator and FBSE Resource Speaker

June 13, 2023 – Batangas Port to Calapan Port

June 23, 2023 – Calapan Port to Batangas Port

3. One (1) Van Hire in Mindoro Oriental

Guests: DOT Facilitator and FBSE Resource Speaker

June 13 – Calapan Port to San Teodoro

June 13 – Mansalay to San Teodoro (Local Speakers)

June 14-17 – Accommodation to Venue at San Teodoro and back

June 18 – San Teodoro to Calapan City

June 19-22 – Accommodation to Venue at Calapan City

June 21 – Calapan City to Mansalay (FBSE Speaker)

June 23 – Accommodation to Calapan Port

June 23 – Accommodation to Mansalay (Local Speaker)

B. Accommodation with Daily Breakfast

- Single Occupancy Room at San Teodoro or near the venue (DOT Facilitator)
Check-in: June 13, 2023
Check-out: June 18, 2023
- Single Occupancy Room at Calapan City or near the venue (DOT Facilitator)
Check-in: June 18, 2023
Check-out: June 23, 2023
- Room good for 5 pax at San Teodoro or near the venue (Local Speakers)
Check-in: June 13, 2023
Check-out: June 18, 2023
- Room good for 5 pax at Calapan City or near the venue (Local Speakers)
Check-in: June 18, 2023
Check-out: June 23, 2023
- Two (2) Single Occupancy Room at San Teodoro or near the venue (FBSE Speaker)
Check-in: June 16, 2023
Check-out: June 18, 2023
- Two (2) Single Occupancy Room at Calapan City or near the venue (FBSE Speaker)
Check-in: June 19, 2023
Check-out: June 21, 2023

C. Meals

1. AM/PM Snack and Lunch with Bottled Water or Juice for the Training proper
Number of Pax: 110 pax each for June 14-17, 2023 and June 19-22, 2023
Date of Training: June 14-17, 2023 (San Teodoro)
June 19-22, 2023 (Calapan City)

2. Outside Meals

- June 13 – Breakfast, Lunch and Dinner (6 pax) DOT Staff and Resource Speaker)
- June 14-16 – Dinner (6 pax) DOT Staff and Resource Speaker)
- June 17-18 – Dinner (8 pax) DOT Staff, FBSE and Local Resource Speakers)
- June 19 – Lunch and Dinner (6 pax) DOT Staff and Resource Speaker)
- June 20 – Dinner (8 pax) DOT Staff, FBSE and Local Resource Speakers)
- June 21-22 – Dinner (6 pax) DOT Staff and Resource Speaker)
- June 23 – Breakfast and Lunch (6 pax) DOT Staff and Resource Speaker)

D. Start-Up Kit

- ✓ Additional raw materials for souvenir making particularly Nylon Cords, Beading Wires and different kinds of plastic beads.
- ✓ June 14-17, 2023 (San Teodoro)
- ✓ June 19-22, 2023 (Calapan City)

E. Training Supplies

Number of Sets: 100 sets each for June 14-17, 2023 and June 19-22, 2023

- ✓ Nylon Cords, Beading Wires, Compartments, Scissors, Plastic Beads and lock.

F. Miscellaneous Fees

1. Tarpaulin printing
2. Honorarium for Local Speakers
3. Contingency Fund

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **EIGHT HUNDRED NINETY-TWO THOUSAND SIX HUNDRED PESOS (PHP 892,600.00)**, 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.

VII. PROJECT OFFICER/CONTACT PERSON

Cecil V. Aranton
Chief Tourism Operations Officer
Tourism Regulation Division
DOT – MIMAROPA
Mobile Phone Number: 0917-5866513
Email: tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph