

DEPARTMENT OF TOURISM – MIMAROPA

TERMS OF REFERENCE

(Service Provider)

I. PROJECT TITLE

AWARDING OF CERTIFICATES OF TRAINING FOR THE BAYANIHAN NA MAY PAG-ASA SA TURISMO (BBMT) ALTERNATIVE LIVELIHOOD PROGRAM TRAININGS

Host Agency: Department of Tourism MIMAROPA

Date of Implementation: July 7, 2023

Location: Calapan City, Mindoro Oriental

II. BACKGROUND INFORMATION

The Department of Tourism (DOT) MIMAROPA Region will organize the Awarding Ceremony for the Community Based Sustainable Organizations (CBTOs) beneficiaries of the recently conducted Alternative Livelihood Program Trainings entitled “*Bayanihan sa Bukas na may Pag-asa sa Turismo*” (BBMT) for the oil spill affected tourism workers in the province of Mindoro Oriental.

The office has implemented a total of fifteen (15) above-stated trainings in the said Province in the City of Calapan and Municipalities of Bulalacao, Gloria, Mansalay, Naujan, Pinamalayan, Pola, Roxas and San Teodoro.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency whose office is in Metro Manila or Mindoro Oriental for easier coordination**
- C. Has track record in dealing with government events
- 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. **Transportation: Van Hire**

1. Van Hire within Calapan City – July 6 – 8, 2023
4 units per day for a total of 3 days
2. Coaster Hire – July 7, 2023
 - 3 Coasters – Bulalacao to Calapan City and vice versa
 - 1 Coaster – Mansalay, Roxas and Gloria to Calapan and vice versa
 - 1 Coaster – Pinamalayan to Calapan City and vice versa
3. Van Hire – July 7, 2023
 - 1 Van – Naujan to Calapan City and Vice Versa
 - 2 Vans – San Teodoro to Calapan City and Vice Versa

B. Transportation: Boat Fare and Terminal Fee

1. Boat Fare and Terminal Fee

Batangas Port to Calapan Port

- July 6, 2023 - 6 Passenger

Calapan Port to Batangas Port

- July 8, 2023 - 6 Passenger

C. Meals and Accommodation of DOT MIMAROPA

1. Off-Session Meals

July 6, 2023 – Breakfast, Lunch and Dinner (6Pax)

July 7, 2023 – Dinner (6 Pax)

July 8, 2023 – Lunch (6 Pax)

2. Accommodation

3 Twin Sharing Room for 6 Pax

2 Nights

Check-in: July 6, 2023

Check-out: July 8, 2023

1 Single Room

1 Night

Check-in: July 6, 2023

Check-out: July 7, 2023

D. Venue

Must accommodate approximately 200 persons with complete amenities such as tables and chairs, platform, rostrum, table top décors, lights and sound system, LED wall, among others

E. Meals

- CBSTOS AND MUNICIPAL TOURISM OFFICERS (MTOs)
Packed AM and PM Refreshments @130 persons
- PNP (Security and Mobile Police Escorts)
Packed AM Refreshments and Lunch @30 persons
- Cultural Performers
Packed AM Refreshments and Lunch
Kalap Festival Performers – 30 persons
Brass Band Performers – 30 persons
Event Performers – 30 persons
- Catering Service for buffet lunch for 200 persons to be served at the venue of the Awarding Ceremony

F. Professional Photographer/Videographer

to cover the event (including the pre and post event with same day edit)

G. Miscellaneous

Tarpaulin Printing – 2 Pieces

VI. BUDGET

Budget for the conduct of the event Seven Hundred Sixteen Thousand Five Hundred Pesos (**Php 716,500.00**) 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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