

TERMS OF REFERENCE

I. PROJECT TITLE

COMMUNITY GUIDING TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : August 12 to 18, 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

- Name: Mr. David John Apigo
August 11, 2023 – Quezon City (Residence) to Airport
August 19, 2023 – Airport to Quezon City (Residence)

2. Airline Fare

- Name:
Mr. David John Apigo
Ms. Ma. Ednelliza Balagtas
August 11, 2023 – Manila to El Nido
August 19, 2023 – El Nido to Manila

3. Airport Transfer
August 11, 2023 – Lio Airport to Accommodation
August 19, 2023 – Accommodation to Lio Airport
4. Van hire
 - Guest Name: Mr. Joseph Gilbert Lazaro
August 14, 2023 – Lio Airport to Accommodation
August 15, 2023 – Accommodation (3:00 AM)
to Daluyon (Puerto Princesa)

B. Accommodation

- Two (2) Single Occupancy Room (8 nights)
Check-in: August 11, 2023
Check-out: August 19, 2023
- One (1) Single Occupancy Room (1 night)
Check-in: August 14, 2023
Check-out: August 15, 2023

C. Outside Meals

1. August 11, 2023
Breakfast, Lunch and Dinner for 2 pax
1 DOT Facilitator and 1 Resource Speaker
2. August 12 to 13, 2023
Dinner for 2 pax
1 DOT Facilitator and 1 Resource Speaker
3. August 14, 2023
Dinner for 3 pax
1 DOT Facilitator and 2 Resource Speaker
4. August 15 to 18, 2023
Dinner for 2 pax
1 DOT Facilitator and 1 Resource Speaker
5. August 19, 2023
Lunch for 2 pax
1 DOT Facilitator and 1 Resource Speaker

D. 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 Twenty-Seven Thousand Eight Hundred Sixty Pesos (PHP 127,860.00)**, 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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