

DEPARTMENT OF TOURISM – MIMAROPA
TOURISM DEVELOPMENT DIVISION
TERMS OF REFERENCE
(Ground Handling)

I. PROJECT TITLE

**Community Guiding Training in South Palawan
for the Philippine Experience Program**

Dates of Implementation: September 28 to October 06, 2023

II. PROJECT BACKGROUND

The Philippine Experience Culture, Heritage, and Arts Caravan is one of the priority projects of the Department of Tourism. The project is an inspiration from Cebu's Suroy Suroy Sugbo which aims to showcase the local culture and tradition of each destination in all aspects of the travel and tourism experience. As part of the development of a localized Philippine Experience Program in the region, the Department of Tourism MIMAROPA has identified the provinces of Marinduque and Palawan, particularly South Palawan and Puerto Princesa City, to be the pilot destinations in this project.

To manifest this initiative, the Regional Office will be conducting various activities to support the development of the program. One of which is the Community Guiding Training which will be held from September 29 to October 05, 2023 in Brooke's Point, Palawan for the South Palawan leg. A complete tourist experience in a destination will not be complete without the consideration of a skilled tour story-teller. Part of this program is the involvement of local stakeholders that will be upskilled on community tour guiding and basic first aid for the safety of tourists.

III. DOCUMENTARY REQUIREMENTS FOR TRAINING PROVIDERS

1. Mayor's/Business Permit
2. Proof of PhilGEPS Platinum Registration
3. Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI / SEC Registration

IV. SPECIFIC REQUIREMENTS

A. Airfare

- Roundtrip airline tickets of Manila – Puerto Princesa – Manila good for 3 pax with 20kgs baggage allowance/pax/way

B. Van Hire

- Whole day tourist-van hire x 1 van x 8 days
(September 28, 29, 30, October 1, 2, 3, 4, and 6, 2023)
- Whole day tourist-van hire x 4 vans x 1 day (October 5, 2023)

C. Accommodation

- One (1) single room and One (1) twin room for DOT Personnel and LGU from September 28, 2023 to October 06, 2023
- One (1) single room for Resource Person (September 28 to October 1, 2023)
- One (1) single room for Resource Person (September 29 to October 1, 2023)
- One (1) single room for Resource Person (September 30 to October 6, 2023)
- Accommodation must be DOT accredited in Brooke's Point, Palawan
- Must be within the proximity of the training venue

D. Venue and Meals (Managed buffet lunch with AM and PM Snacks)

- For 40 pax – September 29 to October 5, 2023
- Meeting Package Inclusions:
 - ✓ Complimentary use of LCD projector and screen
 - ✓ Complimentary use of basic sound system with Microphones
 - ✓ Candies and Mints
 - ✓ Unlimited water and coffee station

E. Training Kits

- Training kits for 70 pax (With logo of Love the Philippines, Philippine Experience, and MIMAROPA)
- Must include the following per kit:
 - ✓ Training Notebook
 - ✓ Two (2) pieces black ballpen with pouch
 - ✓ Canvass Bag
 - ✓ Clipboard
 - ✓ Customized Lanyard with ID Holder

F. Tarpaulin Printing (Layout to be provided by end-user)

- Size: 4ftx6ft
- Full Color
- Two (2) pieces

G. Starter Kit (Kindly see Annex for reference)

- 70 pieces: Lapel Microphone for tour guiding includes charging cable, battery, belt, wired microphone, and speaker
- 70 pieces Customized travel hat
- 80 pieces: Customized polo shirt with logos and text (M, L, XL, XXL)
- 70 pieces: Customized vest (M, L, XL, XXL)

H. Tokens for Local Resource Person and Mock Tour Assessors

- Local Products and Delicacies
- Four (4) pieces

V. APPROVED BUDGET FOR THE CONTRACT

SEVEN HUNDRED SEVENTY-FOUR THOUSAND TWO-HUNDRED TWENTY-THREE PESOS AND 80/100 (₱774,223.80) inclusive of all applicable taxes and service fees.

VI. PROJECT OFFICER/CONTACT PERSON

MARC RAMIRO R. ORTIZ LUIS

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Training Kits and Starter Kits

Notebook



FRONT



BACK

Ballpen with Pouch



Canvass Bag



FRONT



BACK

Clipboard



Lanyard with ID Holder



Lapel Microphone



Polo Shirt



FRONT

BACK

Travel Hat



Vest

