

TERMS OF REFERENCE

I. PROJECT TITLE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) SEMINAR FOR MIMAROPA PERSONNEL

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA
Date / Location : 20-22 September 2023 – San Pablo City, Laguna

II. PROJECT RATIONALE AND OBJECTIVES

Per PCW-NEDA-DBM Joint Memorandum Circular No. 2012-01, the mainstreaming of gender perspectives in agency programs, activities, and projects (PAPs) to attain the desired outcomes for GAD shall be a priority in GAD planning and budgeting. Moreover, PCW-MC 2018-04 provides that any government agency shall conduct gender analysis based on the results of gender analysis tools including Gender Mainstreaming Evaluation Framework (GMEF), Harmonized Gender and Development Guidelines (HGDG), Participatory Gender Audit and other gender analysis tools. Using the GAD budget for gender mainstreaming is a way for agencies to influence the entire agency program, plan and budget.

The HGDG, in particular, contains tailor-fitted sectoral checklists, one of which is the GAD checklist for the tourism sector. Furthermore, a capacitated agency, together with capacitated stakeholders, in the application of this tool can ensure that – (a) different concerns of women and men are addressed equally and equitably, (b) PAPs are implemented with ease, and (c) laws and issuances are complied. Therefore, the presence of key players in the Regional Office, the local government unit, and stakeholders are highly essential in the conduct of this activity.

- a. Learn the objectives, principles, strategies, and features of the HGDG
- b. Apply the HGDG in PAPs
- c. Use actual DOT MIMAROPA programs, activities, projects during workshops to make it relatable, and for improvement
- d. Achieve gender equality and empower women through DOT PAPs
- e. Compliance with existing laws and issuances

III. MINIMUM REQUIREMENTS FOR BUS RENTAL

- Must be **PHILGEPS REGISTERED**
- Must be **DOT Accredited Tourist Transport Operator**
- Located in **Metro Manila**
- 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

- Current Mayor's / Business Permit
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES:

Bus Rental

Capacity: 49 seater

Date: 20-22 Sep 2023 (3D/2N)

Destination: San Pablo City, Laguna

Itinerary: 20 Sep 2023 Makati City – San Pablo City, Laguna
 21 Sep 2023 within San Pablo City
 22 Sep 2023 San Pablo City–Nagcarlan – Liliw – Majayjay
 –Los Baños – Makati City

Amenities: Aircondition, Reclining Seats, Microphone, TV / DVD Player

Inclusions: Fuel, Toll fees, Driver's meals & accommodation, passenger insurance

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **SEVENTY-TWO THOUSAND PESOS (Php 72,000.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined 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.

Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

VIII. PROJECT OFFICER/CONTACT PERSON

Name: **MS. CECIL V. ARANTON**

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Contact No.: 09175866513