

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 BANQUET SERVICES, TRAINING VENUE AND ROOM ACCOMMODATION

- Must be **PHILGEPS REGISTERED**
- Must be **DOT Accredited Accommodation Establishment**
- Located in **San Pablo City, Laguna**
- 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:

A. Function/Workshop Requirements

1. Date of training: 20-21 September 2023 (8 hours/day);
2. Number of persons: 31 pax;
3. Meals:
 - 20 Sep 2023
 - Simple PM Snacks with 1 round of drinks
 - Plated Dinner with 1 round of drinks
 - Free-flowing Coffee
 - Water dispenser;
 - 21 Sep 2023
 - Simple AM & PM Snacks with 1 round of drinks
 - Plated Lunch with 1 round of drinks
 - Free-flowing Coffee
 - Water dispenser;
4. Capacity of the venue must be good for 31 pax
5. Registration table should be near the entrance of the training venue;
6. Secretariat table should be inside the venue for easier facilitation and contact with speakers
7. Classroom table and chair set-up;
8. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer;
9. Aisles should be available in the middle and two sides;
10. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen, WIFI access; and
11. Welcome tarpaulin 4sq. ft. x 6sq. ft. and backdrop tarpaulin 12sq. ft. x 6sq. ft

B. Room Accommodations

Date: 20 – 22 Sep 2023 (3D/2N)

No. of Pax : 31 Pax
No. of Rooms: 14 Rooms
- 2 Single Rooms
- 9 Twin / Double Rooms
- 1 Triple Room
- 2 Quadruple Rooms

Inclusions: 2 nights room accommodation with breakfast

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED FORTY-FIVE THOUSAND THREE HUNDRED THIRTY PESOS (Php 145,330.00)**, 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

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