

## TERMS OF REFERENCE

- I. **Title** : Procurement of Tour Operator Services for Tourism Champions Challenge (TCC) Capacity Building Activity
- II. **Date** : 25-29 September 2023
- III. **Location** : Puerto Princesa City, Palawan
- IV. **Objectives**

The Tourism Champions Challenge (TCC) is an annual process of invitation, enhancement, selection, and execution process for tourism-related projects targeted to enhance destination areas of local government units (LGUs) through sustainable, inclusive, and resilient tourism strategies. It aims to enhance and develop local tourism destinations by soliciting project concepts/ideas and providing technical assistance through the conduct of capacity building (CapB) to augment the LGU's competence in formulating, developing, and managing projects, as well as support excellent and notable tourism projects.

The TCC CapB is a one-week face-to-face training with 15 selected LGUs selected for their outstanding tourism-related project proposals. The CapB will feature lectures, discussions, exercises, and workshops aimed to enhance proposals through the assistance of a resource person.

At the end of the CapB activity, participating LGUs would have been able to:

- 1) Formulate, develop, and enhance project ideas/concepts related to tourism sector;
- 2) Apply concepts, principles and processes in project development, management, and monitoring and evaluation;
- 3) Prepare and augment project proposal/s that may bring high impact results to local tourist destinations; and
- 4) Implement, manage, and monitor approved tourism-project.

### V. Activity Requirements

#### 1. Hotel Accommodation (5D/4N)

- o Provision of single and/or triple-sharing room hotel accommodation for 75 pax.
- o Must be a DOT-accredited hotel in Puerto Princesa City.
- o All participants must be housed in one (1) hotel.
- o List of participants and accommodation details:

Office	No. of Pax	Room Type	Check In	Check Out
Resource Person/ DOT <ul style="list-style-type: none"> <li>o DOT USec / ASec</li> <li>o OSC Director</li> <li>o Dr. Agustin</li> <li>o TIEZA Speaker</li> <li>o DOT4B Dir./ TCP Pres.</li> <li>o PMCD Chief</li> </ul>	6	Single Room	25 Sep 2023	29 Sep 2023
DOT ROs Reps	15	Triple-Sharing	25 Sep 2023	29 Sep 2023
LGU Participants	45	Triple-Sharing	25 Sep 2023	29 Sep 2023
TCC Secretariat (OSC/OCOS)	9	Triple-Sharing	25 Sep 2023	29 Sep 2023

## 2. Meals

- Provision of meals for participants, speakers, and guests.

Date	# of Pax	Meals	Remarks
25 Sep 2023 (Monday)	75	AM Snack	Plated snack inclusive of 1 round of chilled juice with service water.
		Lunch	Managed buffet lunch set up inclusive of 1 round of chilled juice with service water.
		PM Snack	Plated snack inclusive of 1 round of chilled juice with service water.
		Dinner	Managed buffet dinner set up inclusive of 1 round of soft drink with service water.
26-28 Sep 2023 (Tuesday to Thursday)	75	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service water.
		AM Snack	Plated snack inclusive of 1 round of chilled juice with service water.
		Lunch	Managed buffet lunch set up inclusive of 1 round of chilled juice with service water.
		PM Snack	Plated snack inclusive of 1 round of chilled juice with service water.
29 Sep 2023 (Friday)	75	Breakfast	Managed buffet breakfast set up inclusive of 1 round of chilled juice with service water.
		AM Snack	Plated snack inclusive of 1 round of chilled juice with service water.
		Lunch	Managed buffet lunch set up inclusive of 1 round of chilled juice with service water.
		PM Snack	Packed snack inclusive of 1 bottled water.

## 3. Meeting Rooms

- One meeting room to accommodate 75 pax, good for 12 hours for 4 days;
- Equipped with excellent air-conditioning;
- Standby personnel for IT-related concerns;
- Flowing coffee, hot chocolate, tea, water station, nuts, and candies;
- Pencil and note pad;
- Provision of the following services:
  - WiFi (strong and reliable) connection;
  - 3 high-definition LCDs/projectors with connectors;
  - Minimum of 5 microphones with reliable sound system;

- Extension wires for use of organizers, and participants; and
- Electrical use for laptops, cellphones, and other gadgets.

Days	# of Rooms	# of Pax	Remarks
25-28 September 2023 (Monday to Thursday) (4 days)	1 large room with 20 round tables	75	Venue requirements as listed above

#### 4. Transportation

- Free airport to hotel transfers and vice versa for all guests and participants;
- 10 transportation vans during project sites visit in Puerto Princesa City only;
  - Inclusive of professional driver, driver's fee, toll fees, and other applicable fees
  - Maximum of 8 hours use of vans
  - Excellent air-conditioning

Date	Capacity and Route	Remarks
29 Sep 2023 (Friday)	<b>Transportation vehicles for project site visits</b> <ul style="list-style-type: none"> <li>- Number of vehicles: 10 vans</li> <li>- Seating capacity: maximum of 16 per van</li> <li>- Destinations: Project sites or destinations are located in Puerto Prinsesa City only.</li> </ul>	75 participants

#### VI. Project Cost

The total allocated budget for the abovementioned activity and its deliverables is **Nine Hundred Thirty-Nine Thousand One Hundred Sixty Pesos only (PhP 939,160.00)** covering all activity-related expenses including taxes and fees.

#### VII. Minimum Qualifications of Service Provider

1. Must be DOT-accredited Tour Operator in Puerto Princesa City
2. Must have the latest PhilGEPS certification and Mayor's Permit; and
3. Must be willing to provide services on a send-bill arrangement.

#### VIII. Contact Details:

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