

TERMS OF REFERENCE

I. PROJECT TITLE

COMMUNITY TOUR GUIDING TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : October 10 to 16, 2023
Location : Romblon, Romblon

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with knowledge and ability to assist, facilitate, entertain and guide the tourists and visitors who will visit the said destinations, provide livelihood opportunities and enhance resource capability for tourism development in the respective locality; and for the participants to be accredited by the Department of Tourism (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 Romblon**
- 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

- Guest Name: Mr. Romano Del Rosario
October 10, 2023 – Quezon City (Residence) to Airport
October 17, 2023 – Airport to Quezon City (Residence)

2. Airline Fare

- Guest Name:
Mr. Romano Del Rosario (Resource Speaker)
Ms. Ma. Ednelliza Balagtas (DOT Facilitator)
October 10, 2023 – Manila to Romblon
October 17, 2023 – Romblon to Manila

3. Airport Transfer
October 10, 2023 – Tugdan Airport to San Agustin Port
October 17, 2023 – San Agustin Port to Tugdan Airport
4. Boat Fare
October 10, 2023 – San Agustin Port to Romblon
October 17, 2023 – Romblon to San Agustin Port
5. Van Transfer
October 10, 2023 – Romblon to Accommodation
October 17, 2023 – Accommodation to Romblon

B. Accommodation

- Two (2) Single Occupancy Room (7 nights)
Check-in: October 10, 2023
Check-out: October 17, 2023

C. Outside Meals

1. October 10, 2023
Breakfast, Lunch and Dinner for 2 pax
1 DOT Facilitator and 1 Resource Speaker
2. October 11-16, 2023
Dinner for 2 pax
1 DOT Facilitator and 1 Resource Speaker
3. October 17, 2023
Lunch for 2 pax
1 DOT Facilitator and 1 Resource Speaker

D. Training Meals

- No. of Pax : 40 persons
Date of training : October 10 to 16, 2023 (7 days)
Inclusions : AM/PM Snacks and Lunch

E. Miscellaneous

1. Tarpaulin printing
2. Token for Basic First Aid Trainer
3. Token for Local Culture and History Speaker
4. Training Supplies for 35 persons

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **Two Hundred Ninety – Seven Thousand Two Hundred Eighteen Pesos (Php 297,218.00)**, 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

Name : MS. CECIL V. ARANTON
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Contact No. : 0926 856 3214