

TERMS OF REFERENCE

I. PROJECT TITLE

COMMUNITY TOUR GUIDING TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : October 18 to 26, 2023
Location : Sibuyan Island, 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 MIMAROPA**
- 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**
- F. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

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
- Annual Income Tax Declaration

*Note: All documentary requirements and proposal shall be sent via e-mail at:
dot4b.bacsecretariat@gmail.com*

V. SCOPE OF WORK / DELIVERABLES

The following are the specific requirements to be delivered for the activity that will be conducted, *to wit*:

A. Transportation

1. Air Fare

- Roundtrip airline tickets of Manila – Puerto Princesa – Manila good for 1 pax with 20kgs baggage allowance/pax/way
 - October 18, 2023 (PPC/earliest flight - Manila)
 - October 26, 2023 (Manila-PPC/last flight)

2. Van rental

- Air-conditioned van (at least 12-seater) with stored supplies of face mask and alcohol (sanitation kits); and
- Round-trip van hire/s conforming to the ff schedule:
 - October 19, 2023 – Ambulong Port to San Fernando
 - October 25, 2023 – Within Sibuyan Island (3 units)

3. Boat Fare

- October 18, 2023 – Batangas Port to Ambulong Port
- October 25, 2023 – Ambulong Port to Batangas Port

B. Accommodation

- DOT-Accredited Accommodation Establishment (if available)
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Two (2) Single Occupancy Room
- One (1) Twin-Sharing Occupancy Room
 - Check-in: October 19, 2023
 - Check-out: October 25, 2023

C. Off-session Meals

- Breakfast, Lunch and Dinner for 4 pax (2 Resource Speakers, 1 Rator, and 1 DOT Facilitator)
 - October 18 and 26, 2023
- Breakfast and Dinner for 4 pax (2 Resource Speakers, 1 Rator, and 1 DOT Facilitator)
 - October 19-25, 2023

D. Training Venue

Requirements for training venue shall include the following:

- Training venue x 7 days;
(October 19-25, 2023)
- Capacity of the venue must be good for 40 pax to allow mobility for the workshop component;

- Registration should be near the entrance of the function venue;
- Entrance should have sanitization floor mat and alcohol dispenser;
- Secretariat table should be inside the venue for easier facilitation and contact with speakers;
- One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer / Classroom set-up;
- Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols;
- Must have available stage, podium, microphones / PA system, projection screen. LCD projector, white board and tech pen, WIFI access;
- Provision of colored printer.

E. Training Meals

No. of Pax : 40 persons
 Date of training : October 19 to 25, 2023 (7 days)
 Inclusions : AM/PM Snacks and Lunch, Free-flowing coffee, and water dispenser

F. Training kits (See Annex A)

- Thirty-five (35) sets training kits inclusive of the ff:
 - * 1pc notebook
 - * 1pc ballpoint pen
 - * 1pc nameplate / nametag

G. Tarpaulin printing

- One (1) pc printed banner / tarpaulin for training session
- 3ft x 10ft

H. Tokens of Appreciation

- One (1) set of delicacies for tokens of appreciation each for the ff:
 - * Basic First Aid Trainer
 - * Local Culture / History Speaker

I. Startup Kits (See Annex A)

- Thirty-five (35) sets training kits inclusive of the ff:
 - * Customized T-Shirt
 - * Customized Fisherman's Hat
 - * Customized Canvas tote bag
 - * First-Aid Kit containing basic wound management and cleaning essentials to prevent infection:
 - * 1 pack MEDIPLAST Gauze Pad
 - * 1 MEDIPLAST Paper Tape
 - * 1 pack MEDIPLAST Gauze bandage
 - * 3 pcs MEDIPLAST Face Mask
 - * 1 Cleene Absorbent Cotton
 - * 1 bottle Rhea Isopropyl Alcohol
 - * 1 bottle Rhea Hydrogen Peroxide
 - * 1 bottle Rhea Povidone Iodine

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **THREE HUNDRED EIGHT THOUSAND. THREE HUNDRED SEVENTY-SIX PESOS (Php308, 376.00)**, 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. ABIGAIL V. CRUZ
Email : tdd.mimaropa@gmail.com
Contact No. : (0916) 514-2430

ANNEX A

Training Kit

Notebook



FRONT

BACK

Start-up Kits

Canvass Bag



FRONT



BACK

Travel Hat



Customized T-shirt



First-Aid Kit

