

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### REGIONAL IMPACT ASSESSMENT

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : November 15 to 18, 2023  
Location : Puerto Princesa City, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

This activity aims to determine the effectiveness of the training programs implemented by the Office of Industry Manpower Development and DOT MIMAROPA in the recent years

### 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 **Puerto Princesa City**
- 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

- Airfare
  - Passengers:
    - Ms. Ma. Ednelliza C. Balagtas / DOB: October 2, 1998
    - Ms. Cassandra S. Camonggol / DOB: July 27, 1985
    - Ms. Aenn Berneille A. Nuqui / DOB: January 17, 1999

#### B. Accommodation with Breakfast

- One Single Occupancy Room
- One Twin Sharing Room
  - Check-in: November 15, 2023
  - Check-out: November 18, 2023

### **C. Meals for Impact Assessment**

- November 16, 2023
  - + 10 pax of AM Snack and Lunch for HOBBAI (5 interviewees, 2 OIMD Staff, 1 DOT MIMAROPA Staff, 1 Tourism Officer and 1 Driver)
  - + 12 pax of PM Snack and Lunch for Sabang Sea Ferry (7 interviewees, 2 OIMD Staff, 1 DOT MIMAROPA Staff, 1 Tourism Officer and 1 Driver)
- November 17, 2023
  - + 10 pax of Snacks (5 interviewees, 2 OIMD Staff, 1 DOT MIMAROPA Staff, 1 Tourism Officer and 1 Driver)

### **D. Outside Meals**

Guests: Two (2) OIMD Staff and One (1) DOT MIMAROPA Staff  
November 15, 2023 – Breakfast, Lunch and Dinner  
November 16 – Dinner  
November 17 to 18 – Lunch and Dinner

### **E. Van hire**

November 15 to 17 – Whole day  
November 18 – Half day

### **F. Protective Gears**

Item: Bucket Hat with string  
Material: Cotton twill  
Size: Adult size  
Color: Black and Military Green  
Design: DOT Logo and Love the Philippines Logo  
Quantity: 100pcs

### **G. Supplies and Material**

Item: Board Vellum Paper  
Size: A4  
Color: White  
Quantity: 100 packs

## **VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **ONE HUNDRED NINETY – ONE THOUSAND TWENTY PESOS (Php 191,020.00)**, 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

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