

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **ORANGE YOUR ICON (18-Day Campaign to End Violence Against Women)**

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: November 25, 2023  
Location: Boac, Marinduque

### II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) - MIMAROPA Region as part of its Gender and Development (GAD) activity will support the Philippine Commission on Women (PCW) project ORANGE YOUR ICON, an **18-Day Campaign to End Violence Against Women (VAW)**, aligning the Philippine Campaign with UNiTE by 2030 and sustaining the traction gained from the 2016 to 2021 theme, "VAW-free Community Starts with Me," which will be held on November 25, 2023 in Boac, Marinduque. The upcoming Campaign will focus on the new recurring banner "**UNiTEd for a VAW-free Philippines**" which aims to highlight the powerful impact of combining individual efforts towards a collaborative and united thrust towards a VAW-free Philippines.

This initiative urges government offices and private organizations nationwide to color its major landmarks or icons with orange from November 25 to December 12 this year in line with the 18-Day Campaign to End VAW. Launched in 2015, this initiative aims to attract and spark the public's curiosity, providing opportunities for advocates to explain and declare their support for the Anti-VAW advocacy. This will serve as a springboard for public discourse and for disseminating the message of zero-tolerance for VAW.

The objectives of the **202318-Day Campaign to End VAW** are as follows:

1. Promote community and tourism sector involvement in sharing the vision of a violence-free community;
2. Promote national and local tourism sites and landmarks alongside the campaign for fostering VAW-free communities.
3. Ensure convergence of efforts of the tourism in their roles in ending VAW.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be PHILGEPS REGISTERED
- B. Preferably **DOT Accredited Travel and Tour Operator with office located in Metro Manila / Marinduque**
- C. Must be willing to provide services on a **send bill arrangement**
- D. Must comply with the detailed services specified in **Item IV 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. Transportation***

1. Boat Fare and Terminal Fee (Lucena Port- Marinduque Port and vv)  
November 24, 2023 and November 26, 2023

Passengers:

Michael John Nicolas  
Mark Leonard Dela Cruz  
Guillermo Villafane

2. Vehicle Transport Fee (Lucena Port- Marinduque Port and vv)  
November 24, 2023 and November 26, 2023  
Toyota Avanza (Z1L649)

### ***B. Accommodation***

1. Three (3) Standard Single Rooms  
Check in - November 24, 2023  
Check out - November 26, 2023

### ***C. Buffet Dinner with Light Refreshments for 60 pax***

1. November 25, 2023: Ceremonial Lighting  
2. Table Setup with table linens in white and orange colors in place at Boac Plaza  
3. Outside Meals  
Number of persons: 3 DOT Facilitator  
November 24, 2023 - Breakfast, Lunch and Dinner  
November 25, 2023 - Breakfast and Lunch  
November 26, 2023 - Breakfast, Lunch and Dinner

### ***D. Lights and Sounds***

1. November 25, 2023: Ceremonial Lighting  
2. Lighting Equipment Rental and Installation (16 pieces of color Orange Lighting set-up, 1 unit of light controller and 1 for the Tourism Icon for **eighteen (18) days** (Boac Plaza) from November 25 to December 12, 2023.  
3. Sound System with Microphone on November 25, 2023

### ***E. Collaterals***

1. Banners with Stainless Frame (6 by 3 ft.)- **10 pieces**  
2. Backdrop Tarpaulin (8 by 16 ft.)- **1 piece**

3. Tarpaulin for Tricycles with route at Boac Town: Focus area for the Orange Your Icon Activity (2 by 3 ft.)-**130 pieces**

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

The total budget allocation is **TWO HUNDRED NINETEEN THOUSAND NINE HUNDRED EIGHTY PESOS (Php 219,980.00)**, 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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