

**DEPARTMENT OF TOURISM – MIMAROPA  
TOURISM DEVELOPMENT DIVISION**

**TERMS OF REFERENCE**

(Ground Handling)

**I. PROJECT TITLE**

**Cultural Leadership Training Program for the Philippine Experience Program**

Dates of Implementation: November 22 - 26, 2023

**II. PROJECT BACKGROUND**

The Philippine Experience (PEP) Culture, Heritage, and Arts Caravan is one of the priority projects of the Department of Tourism. The project is an inspiration from Cebu's *Suroy Suroy Sugbo* which aims to showcase the local culture and tradition of each destination in all aspects of the travel and tourism experience.

As part of the development of a localized Philippine Experience Program in the region, the Department of Tourism MIMAROPA has identified the provinces of Marinduque and Palawan, particularly South Palawan and Puerto Princesa City, to be the pilot destinations of this project. The launching of the PEP for the Region is scheduled in April 2024.

To manifest this initiative, the Regional Office will be conducting various activities to support the development of the program. One of which is the **Cultural Leadership Training Program** which will be held from **November 22 to 26, 2023** (inclusive of travel time) in Puerto Princesa City, Palawan. This training program is in partnership with the DOT – Office of Product and Market Development and Nayong Pilipino Foundation (NPF) which aims to enhance the skills and knowledge of its officials, employees, and other key stakeholders in promoting and preserving the cultural heritage of their respective destination.

**III. DOCUMENTARY REQUIREMENTS FOR TRAINING PROVIDERS**

1. Mayor's/Business Permit
2. Proof of PhilGEPS Platinum Registration
3. Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI / SEC Registration

**IV. SPECIFIC REQUIREMENTS**

**A. Airfare**

- Roundtrip airline tickets for 2pax NPF Secretariat MNL-PPS-MNL with 20 kgs baggage allowance per pax per way on November 22– 27, 2023
- Roundtrip airline tickets for 2pax DOT personnel MNL-PPS-MNL with 20 kgs baggage allowance per pax per way on November 22 – 26, 2023

- Roundtrip airline tickets for 2pax NPF Secretariat MNL-PPS-MNL with 20 kgs baggage allowance per pax per way on November 22 – 26, 2023 plus additional 32 kgs per pax on MNL-PPS flight
- Roundtrip airline tickets for 2pax Resource Persons MNL-PPS-MNL with 20 kgs baggage allowance per pax per way on November 22 – 24, 2023
- Roundtrip airline tickets for 1pax Resource Person CYZ- MNL-PPS-MNL-CYZ with 20 kgs per pax per way on November 22 – 26, 2023
- Roundtrip airline tickets for 1pax Resource Person MNL-PPS-MNL with 20 kgs per pax per way on November 23 – 26, 2023
- Roundtrip airline tickets for 1pax Resource Person MNL-PPS-MNL with 20 kgs per pax per way on November 24 – 26, 2023
- Roundtrip airline tickets for 1pax for OPMD staff MNL-PPS-MNL with 20 kgs per pax per way on November 22 – 26, 2023

#### B. Accommodation

- Two (2) single rooms for DOT-OPMD Personnel and DOT Regional Director from November 22 to 26, 2023
- Four (4) twin rooms for DOT 4B, Resource Persons, and NPF Secretariat November 22 to 26, 2023
- One (1) twin room for Resource Persons November 22 to 24, 2023
- One (1) single room for Resource Person November 24 to 26, 2023
- Twenty-Five (25) rooms for participants November 22 to 25, 2023
- Accommodation must be DOT accredited in Puerto Princesa City, Palawan
- Must be within the proximity of the training venue
- With stable WIFI Connection

#### C. Venue and Meals (Managed buffet lunch with AM and PM Snacks)

- One (1) main venue which can accommodate 60 pax from Nov. 23 to 24, 2023
- Two (2) venues for break-out session which can accommodate 30 pax each venue on Nov. 25, 2023
- Each training venue shall include:

- ✓ Banquet style table set-up for main venue and circular chair set-up for one of the break-out session venues; this venue should be sound proof or quite far from the other break-out session venue
  - ✓ Two (2) registration tables
  - ✓ Complimentary use of LCD projector and white screen
  - ✓ Complimentary use of basic sound system with at least 2 wireless microphones
  - ✓ With available HDMI, VGA, audio jack cords
  - ✓ With available wall sockets and extension cords
  - ✓ With stable WIFI Connection
  - ✓ Candies and Mints
  - ✓ Free flowing of water and coffee/tea station
- Off session meals:
  - (Nov 22 and 26)            3 meals x 9 pax x 2 Days
  - (Nov 23 to 25)            2 meals x 9 pax x 3 days
  - (Nov 22 and 24)            3 meals x 2 pax x 2 Days
  - (Nov 23)                    2 meals x 2 pax x 1 Day
  - (Nov 23 and 26)            3 meals x 1 pax x 2 Days
  - (Nov 24 to 25)            2 meals x 2 pax x 2 Days
  - (Nov 24 and 26)            3 meals x 1 pax x 2 Days
  - (Nov 25)                    2 meals x 2 pax x 1 Day
  - (Nov. 22 to 25)            1 meal x 50 pax x 4 days

#### D. Van Rental

- Whole day rental of DOT-accredited van transport within Puerto Princesa City x 2 van units on November 22, 2023
- Whole day rental of DOT-accredited van transport within Puerto Princesa City x 1 van unit on November 23, 2023
- Whole day rental of DOT-accredited van transport within Puerto Princesa City x 1 van unit on November 24, 2023
- Whole day rental of DOT-accredited van transport within Puerto Princesa City x 2 van units on November 26, 2023

#### E. Training Kits

- Training kits for 60 pax (With logo of Love the Philippines, Philippine Experience, and MIMAROPA) See attached Annex A
- Must include the following per kit:
  - ✓ Training Notebook
  - ✓ One (1) piece black ballpen
  - ✓ Canvass Bag
  - ✓ Customized Lanyard with ID Holder
  - ✓ Customized Polo Shirt

F. Other training Materials

- 1 Tarpaulin Print (Layout to be provided by end-user), Size: 4ftx6ft, Full Color
- Tokens for Guests x 10 pcs (Local products and delicacies of Palawan)
- 10 pieces of Manila paper
- 2 reams of A4 white paper
- 10 pieces of Permanent black markers

V. **APPROVED BUDGET FOR THE CONTRACT**

**EIGHT HUNDRED SIXTY-THREE THOUSAND SIX HUNDRED SIXTY-FOUR AND 90/100 PESOS (₱863,664.90) inclusive** of all applicable taxes and service fees.

VI. **PROJECT OFFICER/CONTACT PERSON**

**MARC RAMIRO R. ORTIZ LUIS**

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## ANNEX A: Training Kits

### Notebook



FRONT



BACK

### Ballpen with Pouch



FRONT

### Canvass Bag



BACK

## Lanyard with ID Holder



## Polo Shirt



FRONT

BACK