

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **THE TOUR PACKAGE DEVELOPMENT TO CAPACITATE THE TOURISM STAKEHOLDERS WHO WILL OFFER TOUR PACKAGES FOR KALAYAAN ISLANDS.**

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: November 27 – 30, 2023  
Location: Puerto Princesa City

### II. PROJECT RATIONALE AND OBJECTIVES

The Tour Package Development module is designed to help local stakeholders in the tourism industry on how to effectively package, operate and manage a tour in their respective areas. Following a step-by-step procedure to develop and market effectively the tour product.

The training program aims to train local tourism stakeholders on how to develop tour packages as well as how to deliver said packages; to understand the role of tour operators and the components of a tour package; to plan, develop, and deliver tour package itineraries; to cost and price a tour package itinerary; market and sell a tour package; and to evaluate performance and production.

### 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 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 REQUIRED WITH BID SUBMISSIONS

- 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**

**1 Pax (1 DOT Facilitator)**

Guest Name: Joane Krizzia Delariarte  
Manila to Puerto Princesa City - November 27, 2023 (First Flight)  
Puerto Princesa City to Manila – December 1, 2023 (7 am Onwards)

**1 Pax (1 Resource Speaker)**

Guest Name: Reynaldo Jorda  
Manila to Puerto Princesa City - November 27, 2023 (10am onwards)  
Puerto Princesa City to Manila – November 30, 2023 (6 pm Onwards)

**1 Pax (1 DOT Facilitator)**

Guest Name: Cecil V. Aranton  
Manila to Puerto Princesa City - November 28, 2023 (10am onwards)  
Puerto Princesa City to Manila – December 1, 2023 (7 am Onwards)

**B. Accommodation**

**1 Single Room (Resource Speaker)**

Check in: November 27, 2023  
Check out: November 30, 2023

**1 Twin Sharing Room (2 DOT Facilitator)**

Check in: November 27, 2023  
Check out: December 1, 2023

**C. Meals and Venue**

1. Date of Training: **November 28-30, 2023** (8 hours/day)
2. Venue must be a DOT Accredited Tourism Enterprise in Puerto Princesa City
3. Number of persons: **35 pax**;
4. Meals
  - Plated AM snacks with 1 round of bottled softdrinks/juice
  - Buffet Lunch with 1 round of bottled softdrinks/juice
  - Plated PM snacks with 1 round of bottled softdrinks/juice
  - Free flowing coffee and tea during the duration of the training
  - Water dispenser;
5. Registration table should be near the entrance of the training venue;
6. Secretariat table should be inside the venue for easier facilitation and contact with speakers
7. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
8. Classroom set-up;
9. Aisles should be available in the middle and two sides; and
10. Must have available stage, microphones / PA system, LCD projector with white screen, WIFI access.

#### **D. Outside Meals**

1. November 27, 2023 –Breakfast, Lunch and Dinner  
Guest: 2 Pax (1 Resource Speaker and 1 DOT Facilitator)
2. November 28, 2023 –Breakfast  
Guest: 1 Pax (1 DOT Facilitator)
3. November 28-30, 2023 – Dinner  
Guest: 3 Pax (1 Resource Speaker and 2 DOT Facilitator)
3. December 1, 2023– Lunch  
Guest: 2 Pax (2 DOT Facilitator)

#### **E. Training Kits**

##### **35 Sets**

1. Drawstring Bag
2. Notebook
3. Ballpen
4. ID Lanyard with plastic holder

#### **F. Start Up Kit**

##### **35 Sets**

1. Waterproof Backpack (Color: Black)
2. Bucket Hat (Black)

#### **G. Tarpaulin**

Size: 6ft x 8ft  
3ft x 8ft

### **VI. BUDGET**

Budget for the conduct of the event **Two Hundred Fifty-Nine Thousand Three Hundred Eighty-seven Pesos and Eighty Centavos (Php 259,387.80)** inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

## VII. CONTACT PERSON

Name: **MS. JOANE KRIZZIA M. DELARIARTE**  
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