

TERMS OF REFERENCE

I. PROJECT TITLE

TOURISM INTEGRATES, SUPPORTS AND MINDS WOMEN'S RIGHT AND CHILD SAFETY (TourISM WoRCS)

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : December 7 to 8, 2023

Location : Coron, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program intends to provide the Tourism Establishments and Local Government Units (LGU) with learnings on the protection of women's and children's rights in the tourism industry.

III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Preferably a **DOT Accredited Travel and Tour Agency or Tour Operator**
- Located in **Coron or Metro Manila**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE

- Current Mayor's / Business Permit / BIR Certification (for individual)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement

V. SCOPE OF WORKS/SPECIFICATIONS

A. Transportation

1. Airline Tickets

No. of Guests: Two (2) 1 Resource Speaker and 1 DOT Facilitator

Manila to Busuanga – December 06, 2023

Busuanga to Manila – December 09, 2023

2. Van Hire for Transfers

No. of Guests: Two (2) 1 Resource Speaker and 1 DOT Facilitator

Busuanga Airport to Accommodation – December 06, 2023

Accommodation to Busuanga Airport – December 09, 2023

B. Accommodation

Guests: One (1) Resource Speaker and One (1) DOT Facilitator

Two (2) Single Occupancy Room

- Check-in: December 06, 2023
- Check-out: December 09, 2023

C. Function / Workshop Requirements

1. Date of training: December 7-8, 2023 (8 hours/day)
2. Number of persons: 40 pax
3. One (1) venue/function hall that can accommodate 40 pax
3. Meals:
 - Plated AM Snacks with 1 round of drinks (juice or soft drinks)
 - Buffet Lunch with 1 round of drinks (juice or soft drinks)
 - Plated PM Snacks with 1 round of drinks (juice or soft drinks)
 - Free-flowing Coffee
 - Water dispenser
4. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer, and classroom set-up;
5. Aisles should be available in the middle and two sides.
6. Must have available stage, podium, laptop, microphones / PA system, LCD projector with white screen
7. Welcome Tarpaulin and backdrop tarpaulin

D. Outside Meals for DOT Facilitator and Speaker

1. December 6, 2022 (Breakfast, Lunch, Dinner)
2. December 7-8, 2022 (Dinner)
3. December 9, 2022 (Lunch)

E. Miscellaneous

1. Tarpaulin Printing
2. Training Supplies

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED SEVENTY-SIX THOUSAND NINE HUNDRED EIGHTY PESOS (PHP 176,980.00)**, 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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