

## TERMS OF REFERENCE

### I. PROJECT TITLE

TRAINING ON TOURISM INTEGRATES, SUPPORTS AND MINDS WOMEN'S RIGHT AND CHILD SAFETY (TourISM WoRCS) – EL NIDO, PALAWAN

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : March 12-14, 2024

Location : El Nido, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims 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** whose office is in El Nido 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 El Nido – March 11, 2024

El Nido to Manila – March 15, 2024

2. Van Hire for Transfers

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

El Nido Airport to Accommodation – March 11, 2024

Accommodation to El Nido Airport – March 15, 2024

**B. Accommodation**

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

Two (2) Single Occupancy Room

- Check-in: March 11, 2024
- Check-out: March 15, 2024

**C. Function / Workshop Requirements**

1. Date of training: March 12-14, 2024 (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 (Bottled water/juice or soft drinks)
  - Plated Lunch with 1 round of drinks (Bottled water/juice or soft drinks)
  - Plated PM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
  - Free-flowing Coffee
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. Must have available stage, podium, microphones / PA system, LCD projector with white screen and White Board

**D. Outside Meals for DOT Facilitator and Speaker**

1. March 11, 2024 (Breakfast, Lunch, Dinner)
2. March 12-14, 2024 (Dinner)
3. March 15, 2024 (Lunch)

**E. Miscellaneous**

1. Tarpaulin Printing
2. Training Supplies

**VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **ONE HUNDRED EIGHTY-ONE THOUSAND NINE HUNDRED EIGHTY PESOS (PHP 181,980.00)**, 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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