

DEPARTMENT OF TOURISM – MIMAROPA REGION

COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA REGION
Date : March 6 to 8, 2024
Location : Calapan City, Oriental Mindoro

I. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help the Filipino Tourism frontliners, specifically the tour guides to revisit their skills in commentary development. Moreover, it aims to: (1) understand the concept of the parts and functions of a commentary (2) identify different “unhealthy habitual practices” of a tour guide in the commentary (3) know how commentary affects the total satisfaction level of a visitor by practicing due professional diligence in service delivery (4) remember the process how commentaries become impactful and lasting (5) demonstrate their commentary with integration of the health and safety protocols and (6) restart in the tour guiding industry with confidence, professional conduct and enabling to becoming Goodwill Ambassador of the MIMAROPA Region.

II. 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 or Oriental Mindoro**
- D. Must be willing to provide services on a **send bill arrangement**

III. DOCUMENTARY REQUIREMENTS

- 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

IV. SCOPE OF WORK / DELIVERABLES

A. Transportation

- Grab Fare for Resource Speaker
March 5, 2024 – Residence to DOT Office
March 9, 2024 – DOT Office to Residence
- Boat Fare and other expense for DOT Staff and Speaker
March 5, 2024 – Batangas Port to Calapan Port
March 9, 2024 – Calapan Port to Batangas Port

- Van Hire for DOT Staff and Speaker (Calapan Area)
 March 5, 2024 – Calapan Port to Accommodation
 March 9, 2024 – Accommodation to Calapan Port

B. Accommodation and Meals

- One room for DOT Staff
- One room for Resource Speaker
- Outside meals for DOT Staff and Resource Speaker
 March 5 – Lunch and Dinner
 March 6 to 8 – AM Snack, Lunch, PM Snack and Dinner
 March 9 – Lunch

C. Training Meals

Date: March 8, 2024 – Heavy PM Snack for 40 pax

D. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)
- Training Materials

V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **SEVENTY – FIVE THOUSAND FIVE HUNDRED PESOS (Php 75,500.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VI. 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.

VII. PROJECT OFFICER / CONTACT PERSON

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