

**DEPARTMENT OF TOURISM – MIMAROPA  
GENDER FOCAL POINT SYSTEM (GFPS)**

**I. PROJECT TITLE**

**NATIONAL WOMEN'S MONTH 2024 – TOURISM MICRO RETAIL:  
BEADWORKS AND LEI MAKING**

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : March 19 to 21, 2024  
Location : Paluan, Mindoro Occidental

**II. BACKGROUND INFORMATION**

Republic Act 6949 “An act declaring March 8 of every year as special working holiday to be known as National Women’s Day/Month”. The Department of Tourism joins the celebration to support the government’s international commitments on gender and development and promote and advocate women’s rights.

The Department of Tourism (DOT) MIMAROPA Region supports the 2024 National Women’s Month Celebration which aims to inform and engage women and everyone to push for gender-responsive government programs and services that empower women to contribute to nation-building and inspire women and girls to empower themselves and take on leadership roles, opportunities, and benefits toward maximizing their full potential and enabling them to reap the fruits of gender equality.

This year’s celebration marks a juncture in the advancement of women’s rights as it launches a new recurring theme from 2023 to 2028: **WE for gender equality and inclusive society**. Inclusive society is a call not only for a gender-responsive society but also one that overrides differences in SOGIE, class ability, generation, status, and culture; a society where every individual, each with rights and responsibilities, has an active role to play.

The MIMAROPA Gender and Development Focal Point System (GFPS) team seeks to celebrate women’s month meaningfully by providing skills training for the Mangyan Tribal Women of Paluan, Mindoro Occidental.

**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 or Mindoro Occidental**
- 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

- 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

- Domestic Air Fare for (4) DOT Staff  
March 18, 2024 – Manila to San Jose  
March 22, 2024 – San Jose to Manila
- Van Hire for (4) DOT Staff and (3) Speakers from San Jose  
March 18, 2024 – San Jose to Paluan  
March 22, 2024 – Paluan to San Jose

##### B. Accommodation with Breakfast

- One Triple sharing room for Local Speakers
- Outside meals for (3) Local Speakers  
March 18, 2024 – Breakfast, Lunch and Dinner  
March 19 to 21, 2024 – Dinner  
March 22, 2024 – Lunch

##### C. Training Meals

Date of Training: March 19 to 21, 2024 (8 hours/day)

Number of Participants: 60 pax

Meals: AM/PM Snacks and Lunch with drinks (iced tea or soft drinks or water)

- Free flowing coffee
- Water Dispenser

##### D. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)
- Training kits for participants (beads, nylon, organizer, scissors, lock, long nose)
- Start-Up kits for participants (more beads)

#### VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **TWO HUNDRED FIFTY – NINE THOUSAND FOUR HUNDRED PESOS (Php 259,400.00)**, 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).

## 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.

## VIII. PROJECT OFFICER / CONTACT PERSON

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