

TERMS OF REFERENCE

I. PROJECT TITLE

INTEGRATED TOURIST-ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: March 18 – 21, 2024

Location: Calapan City, Mindoro Oriental

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to ensure the safety and security of tourists in the country as well as to establish a Tourism Security Force to assist in maintaining peace and order within the areas of high tourism traffic. Likewise, this will create a favorable image that the Philippines is a safe destination within the international community and will enhance the country's attraction as a tourism destination that will contribute to the increase in socio-economic benefits that can be derived from tourism.

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 Mindoro Oriental**
- 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

Boat Fare and Terminal Fees

2 DOT Facilitator

Batangas Port to Calapan Port – March 17, 2024

Calapan Port to Batangas Port – March 22, 2024

Passenger Name: Cecil V. Aranton

Joane Krizzia M. Delariarte

1 FBSE Resource Speaker

Batangas Port to Calapan Port – March 20, 2024

Calapan Port to Batangas Port – March 22, 2024

Passenger Name: Carlos Garcia

2 PNP Resource Speaker

Batangas Port to Calapan Port – March 18, 2024

Calapan Port to Batangas Port – March 21, 2024

B. Accommodation

1 Twin Sharing Room (2 DOT Facilitator)

Check in: March 17, 2024

Check out: March 22, 2024

1 Single Room (FBSE Resource Speaker)

Check in: March 20, 2024

Check out: March 22, 2024

1 Twin Sharing Room (2 PNP Resource Speaker)

Check in: March 18, 2024

Check out: March 21, 2024

C. Meals and Venue

1. Date of Training: **March 18-21, 2024** (8 hours/day)
2. Venue must be a DOT Accredited Tourism Enterprise in Calapan City, Mindoro Oriental
3. Number of persons: **March 18-20, 2024 – 45 Pax**
March 21, 2024 – 55 Pax
4. Meals
 - AM snacks with 1 round of bottled softdrinks/juice
 - Buffet Lunch with 1 round of bottled softdrinks/juice
 - 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. March 17, 2024 (1 Day) –Breakfast and Lunch
Guest: 3 Pax (2 DOT Facilitator and 1 Driver)
2. March 17, 2024 (1 Day) – Dinner
Guest: 2 Pax (2 DOT Facilitator)
3. March 18-19, 2024 (2 Days) – Dinner
Guest: 2 Pax (2 DOT Facilitator)
4. March 20, 2024 (1 Day)– Lunch
Guest: 2 Pax (1 Resource Speaker and 1 Driver)
5. March 20-21, 2024 (2 Days) – Dinner
Guest: 3 Pax (2 DOT Facilitator and 1 Resource Speaker)
6. March 22, 2024– Lunch and Dinner
Guest: 4 Pax (2 DOT Facilitator, 1 Resource Speaker and Driver)

E. Tarpaulin

Size: 6ft x 4ft

VI. BUDGET

Budget for the conduct of the event **Two Hundred Fifty-Two Thousand Three Hundred Sixty Pesos (Php 252,360.00)** 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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