

## TERMS OF REFERENCE

### I. PROJECT TITLE

TRAINING ON TOURISM INTEGRATES, SUPPORTS AND MINDS WOMEN'S RIGHT AND CHILD SAFETY (TourISM WoRCS) – SAN JOSE, OCCIDENTAL MINDORO

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : April 23-25, 2024

Location : San Jose, Occidental Mindoro

### 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 Occidental Mindoro 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 San Jose – April 22, 2024

San Jose to Manila – April 26, 2024

## **B. Accommodation**

Guests: One (1) Resource Speaker and One (1) DOT Facilitator  
Two (2) Single Occupancy Room

- Check-in: April 22, 2024
- Check-out: April 26, 2024

## **C. Function / Workshop Requirements**

1. Date of Training: April 23-25, 2024 (8 hours/day)
2. Number of Persons: 40 pax
3. Training Venue:
  - One (1) venue/function hall that can accommodate 40 pax
4. Meals:
  - Plated AM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
  - Managed Buffet Lunch with drinks
  - Plated PM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
  - Free-flowing Coffee
5. 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
6. Must have available stage, podium, microphones / PA system, LCD projector with white screen and White Board with White Board Marker

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

1. April 22, 2024 (Breakfast, Lunch, Dinner)
2. April 23-25, 2024 (Breakfast and Dinner)
3. April 26, 2024 (Breakfast, Lunch, Dinner)

## **E. Miscellaneous**

1. Tarpaulin Printing

## **VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **ONE HUNDRED EIGHTY-SEVEN THOUSAND PESOS (PHP 187,000.00)**, 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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