

TERMS OF REFERENCE

I. PROJECT TITLE

1ST UN TOURISM REGIONAL FORUM ON GASTRONOMY TOURISM FOR ASIA PACIFIC

Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: June 25 to 29, 2024
Location: Cebu City

II. PROJECT RATIONALE

During the 2023 UN Tourism Joint Commission Meeting for East Asia and the Pacific and the Commission for South Asia last June 2023 in Cambodia. The Philippines was announce as the host country to conduct the 36th Joint Commission Meeting for East Asia and the Pacific and the Commission for South Asia as well as the 1st UN Tourism Regional Forum on Gastronomy Tourism for Asia Pacific.

The UNWTO event plays a pivotal role in bringing together key stakeholders from the global tourism industry to discuss and address pressing issues, share best practices and explore opportunities for collaboration. It will specifically present a unique platform for us to contribute to the dialogue on gastronomy tourism with the objective of harnessing its transformative power for the benefit of local communities and the environment

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**
- 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. Airline Tickets

Dir. Roberto P. Alabado III

Flight Details: MNL – CEB June 25, 2024 – After Lunch
CEB – MNL June 29, 2024 – Before Lunch

DOT Project Officers

Passenger Name: Cecil V. Aranton

Jay S. De Guzman

Flight Details: MNL – CEB June 25, 2024 – Morning Flight

CEB – MNL June 29, 2024 – Before Lunch

Three (3) persons – MIMAROPA Regional Food Showcase Team (With 30kgs Baggage allowance)

Passenger Name: Lana Natalia Kier

Halthon Nathaniel Imson

Estelita Cuarteros

Flight Details: MNL – CEB June 25, 2024 – Morning Flight

CEB – MNL June 27, 2024 – Before Lunch

B. Accommodation in Mactan area as the venue of UNWTO Gastronomy event

Two (2) Triple Sharing Room (Tourism Stakeholders)

Check in: June 25, 2024

Check out: June 29, 2024

Guest Details:

Room 1

1. Jose Rino Labay

2. Gerardo Jamilla

3. Mark Lenin Go

Room 2

1. Susan Nace

2. Carmelita Reyes

3. Rosette Sotta

One (1) Twin Sharing Room (DOT Project Officers)

Check in: June 25, 2024

Check out: June 29, 2024

Guest Details

1. Cecil V. Aranton

2. Jay S. De Guzman

Two (2) Bedrooms with Kitchen Unit (Regional Food Showcase Team)

Check in: June 25, 2024

Check out: June 27, 2024

Guest Details:

1. Lana Natalia Kier
2. Halthon Nathaniel Imson
3. Estelita Cuarteros

C. Van Hire

1. **June 25, 2024** – 2 Units (13 hours)
Airport, City Proper and Mactan Only
1st Unit - Regional Food Showcase Team
2nd Unit - Tourism and Lifestyle Showcase Team
2. **June 26, 2024** - 1 Unit (13 hours)
Around Mactan Only
3. **June 27, 2024** - 1 Unit (13 hours)
Airport and Around Mactan Only
4. **June 28, 2024** - 1 Unit (13 hours)
Around Mactan Only

D. Outside Meals

1. **June 25, 2024** – Breakfast, Lunch and Dinner
Guest: 8 Stakeholders, 1 Tourism Officer and 2 DOT (11 Pax)

AM and PM Snack
Guest: 8 Stakeholders
2. **June 26, 2024**
Breakfast
Guest: 3 Stakeholders

Lunch
Guest: 8 Stakeholders, 1 Tourism Officer and 2 DOT (11 Pax)
3. **June 27, 2024**
Breakfast
Guest: 3 Stakeholders

Lunch

Guest: 8 Stakeholders, 1 Tourism Officer and 2 DOT (11 Pax)

4. June 28, 2024

Lunch

Guest: 5 Stakeholders, 1 Tourism Officer and 2 DOT (8 Pax)

5. June 29, 2024

Lunch

Guest: 5 Stakeholders, 1 Tourism Officer and 2 DOT (8 Pax)

E. Transportation – Marinduque to NAIA Vice Versa for Stakeholders and PTO

Guests:

1. Rino Labay
2. Gerardo Jamilla
3. Mark Go
4. Susan Nace
5. Carmelita Reyes
6. Rosette Sotta

F. Regional Food Showcase Expenses 300 delegates and guests

Dishes:

1. Cacao + Inihaw
2. Ulang-Ulang
3. Tinuto at Okoy
4. Sinaludsod at Tsokolate
5. Blue Pea Cooler

Plates and Utensils

1. Small Boat Dish
2. Wooden Spoon and Fork
3. Mini Soup Bowl
4. Bagasse Cup

VI. BUDGET

Budget for the conduct of the event is **Three Hundred Seventy-One Thousand Seven Hundred Five Pesos (Php 371,705.00)** 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. CECIL V. ARANTON

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