

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Service Arrangements for the Tourism Champions Challenge (TCC) Awardee 3-day Training - San Jose, Romblon on July 02 - 04, 2024
- II. IMPLEMENTATION:** July 01 - 05, 2024
- III. OBJECTIVES:**
- To equip participants with knowledge and understanding of community-based tourism (CBT)
 - To equip participants with the knowledge of establishing and managing community-owned tourism enterprises (CTEs)
 - To train participants on financial literacy, financial management concepts, and resource management relevant to tourism enterprises
 - To train participants on marketing and promotion strategies tailored to CTEs
 - To strengthen the capacity of local communities to manage and benefit from tourism development
- IV. MINIMUM REQUIREMENTS:**
1. Service provider should be a DOT-Accredited Tour Operator and have experience providing services to the DOT and other government agencies
 2. Amenable to send-bill arrangement/government procedure
 3. Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
 4. Tour Operator must be based in the MIMAROPA Region

Documentary Requirements:

1. Mayor's/Business Permit (Certified True Copy)
2. Proof of PhilGEPS Registration (Preferably with Platinum Registration)
3. Original or Certified True Copy of duly notarized Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI/SEC Permit
6. BIR Certification and updated Annual ITR

V. SCOPE OF WORK/DELIVERABLES:

The following are the specific requirements to be delivered for the activity that will be conducted, to *wit*:

A. Airfare - July 01 and 05, 2024

- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - July 01, 2024: Manila - Caticlan (morning flight)
 - July 05, 2024: Caticlan - Manila (after lunch flight)

Passenger Name: (MS) Ma. Elizabeth C. Viray (DOB: Aug.17,1963)

- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - July 01, 2024: Manila - Caticlan (morning flight)
 - July 05, 2024: Caticlan - Manila (after lunch flight)

Passenger Name: (MS) Maybeline M. Hugo (DOB: May.27,1995)
- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - July 01, 2024: Manila - Caticlan (morning flight)
 - July 05, 2024: Caticlan - Manila (after lunch flight)

Passenger Name: (MR) Santos Buenvenida (DOB:Aug.11,1970)

B. Accommodation - July 01 to 05, 2024

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for:
 - **July 01 - 05, 2024 (3 pax)** - 5 Days/4 Nights for DOT MIMAROPA Personnel and Resource Speaker (1 - TWN, 1 SGL)
- Must have a stable Wi-Fi connection
- Must have a 24-hour Security
- Must have an In-house restaurant
- Must be near the identified site to be visited during the event
- Must have a function room that accommodate 35pax

C. Meals - July 01 - 05, 2024

- **July 01 - 05, 2024 (5 Days)** - Should be able to provide Breakfast, Lunch, and Dinner for three (3) pax (*DOT MIMAROPA personnel and speaker*)
- **July 02 - 04, 2024 (3 Days)** - Should be able to provide AM Snack, Lunch, and PM Snack for thirty-five 35 pax (*TCC Training Participants*)

D. Transportation – Boat Ride - Tricycle- July 01 and 05, 2024

- **July 01 & 05, 2024** - boat transfer from Caticlan to San Jose, Romblon and vice versa (*For two (2) DOT MIMAROPA personnel and one (1) speaker*)
- **July 01 & 05, 2024** – public transport via tricycle from Caticlan Airport to Caticlan Port and vice versa (*For two (2) DOT MIMAROPA personnel and one (1) speaker*)

E. Transportation - Van Hire - July 01 and 05, 2024 (1 unit)

- **July 01 & 05, 2024** - Whole day rental of one (1) air-conditioned van to transfer from San Jose, Romblon Port to accommodation/venue and vice versa with stored supplies of face mask, umbrella, water, and first aid kits (*For two (2) DOT MIMAROPA personnel and one (1) speaker*)
- **July 03, 2024** - Whole day rental of three (3) units of van for the site visit of areas with best practices as part of the 3-day training (*for 35 participants, DOT MIMAROPA personnel, consultant/speaker and LGU*)

E. Training Materials

Customized Polo Shirt

- 70 pieces;
- Customized polo shirt with logos and text;
- Sizes: (75) S, (100) M, (150) L, (150) XL, (25) XXL;
- Fabric type: Cotton;
- High resolution DTF print
- Color: Sage Green (35pcs) White (35pcs)

F. Miscellaneous

- Should be able to provide communication/load allowance to project officers

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

Total budget allocation is **Two Hundred Thirty Thousand Two Hundred Pesos (Php 230,200.00)** inclusive of taxes and fees.

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. PAYMENT SCHEMES

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.

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