

TERMS OF REFERENCE

- I. NAME OF PROJECT:** Service Arrangements for the Tourism Champions Challenge (TCC) Awardee 3-day Training - Sablayan, Occidental Mindoro 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 and NCR

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 - San Jose, Occidental Mindoro (morning flight)

- July 05, 2024: San Jose, Occidental Mindoro - Manila (morning flight)

Passenger Name: (MS) Yolanda B. Cabigao (DOB: Nov. 21, 1963)

- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - July 01, 2024: Manila - San Jose, Occidental Mindoro (morning flight)
 - July 05, 2024: San Jose, Occidental Mindoro - Manila (morning flight)

Passenger Name: (MS) Trexie Anne Mea N. Reyes
(DOB: June 01, 2001)

- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - July 01, 2024: Manila - San Jose, Occidental Mindoro (morning flight)
 - July 05, 2024: San Jose, Occidental Mindoro - Manila (morning flight)

Passenger Name: (MR) Ronald Gapasin Manzano
(DOB: April 11, 1975)

B. Accommodation - July 01 to 05, 2024

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for:
 - **July 01 - 04, 2024 (3 pax)** - 4 Days/3 Nights for DOT MIMAROPA Personnel and Resource Speaker (1 - TWN, 1 SGL) in Sablayan, Occidental Mindoro
 - **July 04 - 05, 2024 (3 pax)** Overnight for DOT MIMAROPA Personnel and Resource Speaker (1 - TWN, 1 SGL) in San Jose, Occidental Mindoro
- Must have a stable Wifi 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 provide airport transfer on July 05 from Hotel to SJI airport.

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 - Van Hire - July 01, 02 and 04, 2024 (1 unit)

- **July 01 & 04, 2024** - Van transfer rental of one (1) air-conditioned van to transfer from San Jose, Occidental Mindoro to Sablayan, Occidental Mindoro (July 01) and vice versa (July 04) with stored supplies of face mask, umbrella, water, and first aid kits (*For two (2) DOT MIMAROPA personnel and one (1) speaker*)
- **July 02, 2024** - Whole day rental of three (3) air-conditioned 16-seater Van for Field Trip from and to Sablayan, Occidental Mindoro to any part of Occidental Mindoro

E. Training Materials & Miscellaneous

- Should be able to provide communication/load allowance to project officers
- Provision of 70 pcs customised polo-shirt see Annex A for sample design
 - Customized polo shirt with logos and text;
 - Fabric type: Cotton;
 - High resolution DTF print
 - Color: Sage Green (35pcs) White (35pcs)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

Total budget allocation is **Two Hundred Twenty Nine Thousand Eight Hundred Pesos (Php 229,800.00)** 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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