

## **TERMS OF REFERENCE**

- I. NAME OF PROJECT:** Service Arrangements for the Tourism Challenge Champions (TCC) Awardee 3-day Training-Socorro, Oriental 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 or 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. Roro Fare - July 01 and 05, 2024**

- Roro Fare of two (2) DOT MIMAROPA Staff and one (1) Consultant/Speaker from Batangas Port to Calapan Port and Vice Versa:
  - July 01, 2024: Manila – Batangas – Calapan Port - Socorro

- July 05, 2024: Socorro – Calapan Port – Batangas Port - Manila

**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 two (2) DOT MIMAROPA Staff and one (1) Consultant/Speaker (1 - TWN, 1 SGL)
- 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

**C. Training Meals and Materials - July 01 to 05, 2024**

- **July 01 - 05, 2024 (5 Days)** - Should be able to provide Breakfast, Lunch, and Dinner for three (3) pax – two (2) DOT MIMAROPA Staff and one (1) Consultant/Speaker
- **July 02 - 04, 2024 (3 Days)** - Should be able to provide AM Snacks, Lunch, and PM Snacks for thirty-five (35) TCC Training Participants (1,040 per pax)

**D. Transportation - July 01 and 05, 2024**

- **July 01 & 05, 2024** – one unit of van rental from Batangas Port to Calapan Port and vice versa for two (2) DOT MIMAROPA Staff and one (1) Consultant/Speaker
- **July 01 & 05, 2024** - gas budget for the use of DOT MIMAROPA Official Van for DOT MIMAROPA Staff and Consultant/Speaker from Batangas Port to Calapan Port and vice versa

**E. Miscellaneous**

- Should be able to provide communication/load allowance to project officers
- Provision of 70 pcs customized polo-shirt (*see Annex A for sample design*)

**F. Venue**

- Provision of a training venue for July 02 – 04, 2024 (3 Days)

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Total budget allocation is **Two Hundred Eleven Thousand Pesos Only (211,000.00)** 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.

Contact Person: Ms. Christine Joy L. Isidro  
Tourism Development Division, DOT MIMAROPA  
09673375875  
[tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)