

TERMS OF REFERENCE

I. NAME OF PROJECT: Service Arrangements for the Tourism Challenge Champions (TCC) Awardee 3-day Training (Phase II) - Socorro, Oriental Mindoro on August 20 - 22, 2024

II. IMPLEMENTATION: August 19 - 23, 2024

III. OBJECTIVES:

- To equip participants with knowledge and understanding of designing exceptional tourist experiences.
- To equip participants with the knowledge of creating service blueprints to outline tourism service processes.
- To equip participants with the skill in product development - to cater to the identified market and incorporate local culture, heritage, and natural resources into the tourism offerings.
- To develop feedback mechanisms and implement quality control measures to maintain high service standards.

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. Boat Fare – August 19 and 23, 2024

- Boat Fare of two (2) DOT MIMAROPA Staff and one (1) Consultant/Speaker from Batangas Port to Calapan Port and Vice Versa:
 - August 19, 2024: Batangas Port – Calapan Port
 - August 23, 2024: Calapan Port – Batangas Port

B. Accommodation – August 19 to 23, 2024

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for:
 - **August 19 - 23, 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. Meals – August 19 to 23, 2024

- **August 19 - 23, 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*
- **August 20, 21, and 22, 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 – August 19, 21, and 23, 2024

- **August 19 and 23, 2024** – one unit of van rental from Calapan Port to the hotel (August 19) and from the hotel to Calapan Port (August 23) of two (2) DOT MIMAROPA Staff and one (1) Consultant/Speaker
- **August 21, 2024** – three (3) units of Van Rental on August 21 for two (2) DOT MIMAROPA Staff, one (1) Consultant/Speaker, thirty-five (35) Training Participants, and LGU for site visit and practical activity at Naujan Lake (Batong Dalig Lakeside Boardwalk)

E. Miscellaneous

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

F. Venue

- Provision of a training venue for August 20 - 22, 2024 (3 Days)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

Total budget allocation is **One Hundred Ninety - Eight Thousand Two Hundred Pesos Only (198,200.00)** 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.

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