

TERMS OF REFERENCE

I. PROJECT TITLE

FUN FARMS TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : October 21-25, 2024
Location : Brooke's Point, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to recognize the potentials and growing interest of farm owners to cater to tourists, this seminar supports and enhances the manpower and service standard needs of agritourism sites/farm enterprises and communities in the country. It also aims to provide training for farm stakeholders on product development, effective customer service and basic tour guiding for cascading to their staff.

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 and/or Puerto Princesa City**
- 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

- 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. Transportation

- *Airfare*
Passenger:
Ms. Ma. Ednelliza Balagtas / DOB: October 2, 1998

October 21 – Manila to Puerto Princesa
October 25 – Puerto Princesa to Manila
- *Van Transfer*
October 21 – Puerto Princesa to Brooke's Point
October 23 – Puerto Princesa to Brooke's Point
October 24 – Brooke's Point to Puerto Princesa
October 25 – Brooke's Point to Puerto Princesa

B. Accommodation with Breakfast (must be DOT Accredited)

- One Single Room for DOT Facilitator
October 21-25, 2024 (4 Nights)
- One Single Room for Speaker (Fun Farms)
October 21-24, 2024 (3 Nights)
- One Single Room for Speaker (Tour Guiding)
October 23-25, 2024 (2 Nights)

C. Training Meals

Date of Training: October 22-24, 2024

Number of Participants: 35 pax

Meals: AM/PM Snacks and Assisted Buffet Lunch

- Free flowing coffee
- Water Dispenser

D. Outside Meals

- DOT Facilitator
October 21 – Breakfast, Lunch and Dinner
October 22-24 – Dinner
October 25 – Lunch
- Speaker – Fun Farms
October 21 – Breakfast, Lunch and Dinner
October 22-23 – Dinner
October 24 – Lunch
- Speaker – Tour Guiding
October 23 – Breakfast, Lunch and Dinner
October 24 – Dinner
October 25 – Lunch

E. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED EIGHTY – FOUR THOUSAND SIX HUNDRED THIRTY – TWO PESOS (Php 184,632.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE

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.

VIII. PROJECT OFFICER / CONTACT PERSON

Name : MS. MA. EDNELLIZA C. BALAGTAS
 Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
 Contact No. : 0926 856 3214