

## TERMS OF REFERENCE

I. **PROJECT:** FMS Year-End Assessment: FMS and Regional Finance Forum: Navigating Fiscal Management Ahead

II. **PURPOSE/OBJECTIVES:**

The Department of Tourism - Financial and Management Service (DOT-FMS) is in need of the services of a local tour operator in the Philippines engaged in the business of providing ground arrangements (transportation, accommodation, meals, and training facilities) for the conduct of the FMS Year End Assessment with the theme: "FMS and Regional Finance Forum: Navigating Fiscal Management Ahead" **on November 4 - 8, 2024 in Subic, Zambales.**

The activity aims to provide necessary assistance to DOT-FMS Personnel and Regional Accountants and Budget Officers in the proper preparation of budgetary requirements and to come up with action plans to ensure the delivery of expected services pursuant to FMS' mandate in the next Fiscal Year.

III. **BACKGROUND:**

Training/workshop package

a.) Participants	:	DOT-FMS Personnel Central Office and DOT Regional Budget and Accounting Officers
b.) No. of Pax	:	Central Office personnel 37 pax Regional Office Personnel 32 pax Resource Person 4 pax
		<b>Total: 73 pax</b>
c.) Training Period/Venue:		November 4-8, 2024 / Subic, Zambales

IV. **MINIMUM REQUIREMENTS:**

- Must be a DOT-Accredited Tourism Enterprise;
- Provide accommodation facility in **Subic, Zambales** with a **function/training room** that can accommodate a minimum of **seventy-three (73)** pax on:
  - November 4, 2024 12:00 NN – 7:00 PM
  - November 5, 2024 7: 00 AM – 6:00 PM
  - November 6, 2024 7: 00 AM – 6:00 PM
  - November 7, 2024 7: 00 AM – 6:00 PM
  - November 8, 2024 7: 00 AM – 12:00 NN
- Arrange the meal and transportation requirements of the participants
- Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price

V. **SCOPE OF WORK/DELIVERABLES**

**A. TRANSPORTATION SERVICES**

1. **4 November 2024 (Clark – Subic, Zambales vice versa)**
  - One (1) coaster
2. **4 November 2024 (DOT Central Office – Subic, Zambales)**
  - One (1) bus
  - One (1) Van

3. **5 November 2024 (Any point in Clark to any point in Subic, Zambales)**  
**6 - 7 November 2024 (Any point in Subic, Zambales to any point in Metro Manila vice versa)**
  - One (1) van (standby vehicle)
4. **8 November 2024 (Subic, Zambales – Clark)**
  - One (1) coaster
- 8 November 2024 (Subic – DOT Central Office, Metro Manila)**
  - One (1) Bus and one (1) van

**NOTE:**

- Must be DOT-Accredited;
- Fully air-conditioned transportation vehicle;
- At least 23 seater coaster;
- At least 12 seater van;
- At least 49 seater bus (with compartment);
- Inclusive of meals and accommodation of the driver;
- Inclusive of fuel and other expenses such as tolls, permits, insurance and parking fees;
- Knowledgeable of the routes from **Metro Manila/Clark- Subic, Zambales – Clark/Metro Manila;**
- May opt to drop off passengers as long as the drop off point is along the way;
- Should be open for cancellation or change of vehicle without cost provided prior notice is given within three (3) days prior the activity;
- Further details to be discussed with the service provider.

**B. ACCOMMODATION WITH BREAKFAST**

**Check in November 4, 2024**

**Check out November 8, 2024**

**Four (4) nights**

- Thirty (30) Twin-Sharing Rooms with buffet breakfast
- One (1) Triple-Sharing Room with buffet breakfast

**Check in November 4, 2024**

**Check out November 6, 2024**

**Two (2) nights**

- Two (2) Twin-Sharing Rooms with buffet breakfast
- One (1) Triple-Sharing Room with buffet breakfast

**Check in November 6, 2024**

**Check out November 8, 2024**

**Two (2) nights**

- One (1) Twin-Sharing Rooms with buffet breakfast
- One (1) Single Occupancy Room with buffet breakfast

**NOTE:**

- Must be a DOT-Accredited tourism accommodation establishment (resort)
- Complimentary use of internet/WiFi access in room;
- Willing to accommodate **early check-in** and **late check-out** upon request, subject to room availability;

- The service provider and the accommodation establishment should be **open for cancellation of room booking once not occupied** by the participants without cost, provided prior notice is given within three (3) days prior the activity.

### **C. MEALS and VENUE SET-UP**

#### **VENUE SET-UP**

- Physical arrangement/set-up
  - Classroom/Fishbone set-up
- Provision of the following amenities/equipment:
  - Fast and stable internet connection/WiFi access
  - Use of LCD Projector and Widescreen
  - Basic Sound System
  - 2-3 microphones
  - Dedicated Technician/Technical Assistant for the whole duration of event
  - Outlets/extension cords for 70 users for laptops and phone chargers
  - Registration Table
  - Provision of notepads and pencils

#### **MEALS**

- **Day 1 – Day 2**  
**November 4-5, 2024 for 70 pax**
  - Buffet lunch
  - AM and PM Snack
  - Buffet dinner
- **Day 3**  
**November 6, 2024 for 7 pax**
  - Buffet lunch
  - AM Snack
  - Back to MNL  
**November 6, 2024 for 63 pax**
  - Buffet lunch
  - AM and PM Snack
  - Buffet dinner  
**November 6, 2024 for 3 pax**
  - Buffet dinner
- **Day 4**  
**November 7, 2024 for 66 pax**
  - Buffet lunch
  - AM and PM Snack
  - Buffet dinner
- **Day 5**  
**November 8, 2024 for 66 pax**
  - AM Snack
  - Buffet or packed lunch
  - Back to MNL

**NOTE:**

- Provision of free flowing coffee, tea, candy mints/chips/nuts during the seminar;
- Proposals should include suggested menus for the required meals to be agreed upon with the project officer.

**VI. APPROVED BUDGET FOR THE CONTRACT:**

**NINE HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED FIVE PESOS 65/100 ONLY  
(Php 918,505.65)**

***inclusive of all applicable taxes and other fees  
Chargeable against FY 2024 Funds of Financial and Management Service***

**VII. TERMS OF PAYMENT**

Must be willing to provide services on a send-bill arrangement

**NOTE:**

*The winning bid however, 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.*

**VIII. CONTACT PERSON/S:**



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