

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### BARANGAY TANOD PARA SA TURISMO

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA  
Date / Location : November 10 to 15, 2024 (Inclusive of Travel Dates)  
Municipality of El Nido, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The pandemic led to an increase in tourists visiting nature-based destinations like waterfalls, mountain ranges, and lakes, often located near communities in barangay sitios or puroks. In response to President Marco's call to make travel to remote areas easier and promote undiscovered tourist spots, it is crucial to integrate Barangay Tanods as force multipliers for the TOPCOP program. The "Barangay Tanod sa Turismo Program" is being pilot-tested in collaboration with the Department of Interior and Local Government (DILG), the Philippine National Police (PNP), and Local Government Units (LGUs).

### III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must **have experience providing training services to DOT and other government agencies**
- Located in **Manila and/or El Nido, Palawan**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

### IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

### V. SCOPE OF WORK/SPECIFICATIONS

#### A. Transportation

##### 1. Transportation Fare from PPC to El Nido and Vice Versa

- ✚ **Guests: One PNP Speaker**  
November 10, 2024 – Puerto Princesa City to El Nido, Palawan  
November 12, 2024 – El Nido to Puerto Princesa City, Palawan

- ✚ **Guests: One FBSE Speaker**  
November 11, 2024 – Puerto Princesa City to El Nido, Palawan  
November 13, 2024 – El Nido to Puerto Princesa City, Palawan

## **B. Accommodation**

- One (1) Single Occupancy Room for DOT Facilitator  
Check-in: November 10, 2024  
Check-out: November 15, 2024
- One (1) Single Occupancy Room for FBSE Resource Speaker  
Check-in: November 12, 2024  
Check-out: November 14, 2024
- One (1) Single Occupancy Room for PNP Resource Speaker  
Check-in: November 10, 2024  
Check-out: November 12, 2024

## **C. Meals**

1. AM Snack, PM Snack and Buffet Lunch and Venue Rental for the Training proper  
Number of Pax: 35 pax  
Date of Training: November 11 to 14, 2024
2. Outside Meals  
November 10, 2024 – Breakfast, Lunch and Dinner for 2 pax (PNP Resource Speaker and DOT Facilitator)  
November 11 to 14, 2024 – Dinner for 3 pax (DOT Facilitator and Resource Speakers)  
November 15, 2024 – Breakfast, Lunch, Dinner for 1 pax (DOT Facilitator and Resource Speakers)

## **D. Training Supplies**

- ✓ Vellum Board (6packs)

## **E. Miscellaneous Fees**

1. Tarpaulin printing
2. Communication Expense

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

The approved Budget for the conduct of the activity is **ONE HUNDRED FORTY-THREE THOUSAND FOUR HUNDRED FIFTY-EIGHT PESOS (PHP 143,458.00)**, inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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. PROJECT OFFICER/CONTACT PERSON**

MICHAEL JOHN A. NICOLAS  
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Tourism Regulation Division  
DOT – MIMAROPA  
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