

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### TOUR PACKAGE DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : November 11-15, 2024  
Location : Puerto Galera, Oriental Mindoro

### II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help local stakeholders in the tourism industry on how to effectively package, operate and manage a tour in their respective areas. Following a step-by-step procedure to develop and market effectively the tour product. The said training aims: (1) to train local tourism stakeholders on how to develop tour packages as well as how to deliver said packages; (2) to understand the role of tour operators and the components of a tour package; (3) to plan, develop, and deliver tour package itineraries; (4) to cost and price a tour package itinerary; (5) to market and sell a tour package; and (6) to evaluate performance and production.

### 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 Galera**
- 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

- Gas & RFID (Office Vehicle)  
November 11, 2024 – DOT Office to Batangas Port  
November 15, 2024 – Batangas Port to DOT Office
- Boat Fare and Terminal Fee for 3 pax  
November 11, 2024 – Batangas Port to Puerto Galera  
November 15, 2024 – Puerto Galera to Batangas Port

#### B. Accommodation with Breakfast

- One Single Room for DOT Facilitator  
November 11-15, 2024 (4 Nights)
- One Twin Sharing Room for Speaker  
November 11-15, 2024 (4 Nights)

#### C. Training Meals and Venue

Date of Training: November 12-14, 2024

Number of Participants: 35 pax

Meals: AM/PM Snacks and Buffet Lunch

- Venue with projector, microphones, speaker, tables and chairs
- Free flowing coffee
- Water Dispenser

**D. Outside Meals**

- DOT Facilitator and Speaker (3 pax)  
November 11 – Bfast, Lunch and Dinner  
November 12-14 – Dinner  
November 15 – Lunch
- Driver  
November 11 – Bfast, Lunch and Dinner  
November 15 – Bfast, Lunch and Dinner

**E. Miscellaneous**

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper
- Incidental for DOT Facilitator and Driver

**VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **TWO HUNDRED THOUSAND EIGHT HUNDRED EIGHTY PESOS (Php 200,880.00)**, 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**

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