

TERMS OF REFERENCE

I. PROJECT TITLE

BARANGAY TANOD PARA SA TURISMO – PUERTO PRINCESA CITY,
PALAWAN

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA
Date: November 11-14, 2024
Location: Puerto Princesa City, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to ensure the safety and security of tourists in the country as well as to establish an additional Tourism Security Force to assist in maintaining peace and order within the areas of high tourism traffic. Likewise, this will create a favorable image that the Philippines is a safe destination within the international community and will enhance the country's attraction as a tourism destination that will contribute to the increase in socio-economic benefits that can be derived from tourism.

III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Preferably a **DOT Accredited Travel and Tour Agency or Tour Operator** whose office is in Occidental Mindoro or Metro Manila
- 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

- 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

V. SCOPE OF WORKS/SPECIFICATIONS

A. Transportation

1. Service for Resource Speaker – November 12-13, 2024

B. Training Meals

1. Date of Training: November 11-14, 2024
2. Number of Persons: 35 pax

3. Meals:
- Plated AM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
 - Managed Buffet Lunch with drinks
 - Plated PM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
 - Free-flowing Coffee

C. Miscellaneous

1. Tarpaulin Printing
2. Training Materials

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED THIRTY-EIGHT THOUSAND TWO HUNDRED TWENTY-FIVE PESOS (PHP 138,225.00)**, inclusive of applicable taxes and fees. The winning bid shall be determined 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.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

VIII. PROJECT OFFICER/CONTACT PERSON

Name: **MR. MARK LEONARD A. DELA CRUZ**
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