

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### ***ORANGE YOUR ICON (18-Day Campaign to End Violence Against Women)***

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : November 25, 2024  
Location : San Vicente, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism (DOT) – MIMAROPA Region as part of its Gender and Development (GAD) activity will support the Philippine Commission on Women (PCW) project ***ORANGE YOUR ICON***, an **18-Day Campaign to End Violence Against Women (VAW)**, aligning the Philippine Campaign with “UNiTE by 2030 to End VAW” which will be held on November 25, 2024 in San Vicente, Palawan. The upcoming Campaign will focus on the 2022-2027 recurring campaign theme “***UNiTEd for a VAW-free Philippines***” and its 2024 sub-theme, “***VAW Bigyang Wakas, Ngayon na ang Oras!***” which aims to highlight the powerful impact of combining individual efforts towards a collaborative and united thrust towards a VAW-free Philippines.

This initiative urges government offices and private organizations nationwide to color its major landmarks or icons with orange from November 25 to December 12 this year in line with the **18-Day Campaign to End VAW**. Launched in 2015, this initiative aims to attract and spark the public’s curiosity, providing opportunities for advocates to explain and declare their support for the **Anti-VAW advocacy**. This will serve as a springboard for public discourse and for disseminating the message of zero-tolerance for VAW.

The objectives of **2024 18-Day Campaign to End VAW** are as follows:

1. Highlight 20 years of achievements in addressing VAW by marking two decades of the Anti-VAWC Act (RA 9262);
2. Raise public awareness about the various forms and impact of VAW, while emphasizing that VAW is a public crime and encourage safe, effective interventions in preventing and addressing VAW within their communities, particularly in public spaces;
3. Encourage individuals, communities, and government to work together to create a comprehensive response to VAW with strong focus on prevention;
4. Empower survivors by disseminating information on available support services and resources, fostering a society that empowers survivors to seek justice and rebuild their lives; and
5. Launch the National Action Plan to End VAW (NAPEVAW), which lays down the roadmap toward eliminating VAW in the country.

### 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 Palawan**
- 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:  
Ma. Ednelliza C. Balagtas / DOB: October 2, 1998  
Rochelle Camille A. Antenor / DOB: August 3, 2002  
  
November 25 – Manila to El Nido  
November 26 – El Nido to Manila
- Van Hire (1 unit)  
El Nido to San Vicente and V.V  
November 25-26, 2024  
  
Passengers:  
Ma. Ednelliza C. Balagtas  
Rochelle Camille A. Antenor
- Van Hire (1 unit)  
Puerto Princesa City to San Vicente and V.V  
November 25, 2024  
  
Passenger:  
Roberto P. Alabado III

#### B. Accommodation with Breakfast (must be DOT Accredited)

- One Twin Sharing Room for 2 DOT Personnel  
Check-in: November 25, 2024  
Check-out: November 26, 2024

### C. Event Requirements

- Refreshments for 70 pax  
Date of Event: November 25, 2024  
Tables and Chairs
- Tarpaulin Printing Banner (4ft x 8ft)- **2 pieces**
- Tarpaulin Printing Banner (2ft x 3ft)- **10 pieces**
- Tarpaulin Printing for TE's- **30 pieces**
- Lighting Set-up/Rental for 18 days

### D. Outside Meals

- DOT Personnel  
November 25 – Breakfast, Lunch and Dinner  
November 26- Lunch and Dinner

### E. Collaterals

- Foldable Fans as Giveaways- **250 pieces**

## VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **TWO HUNDRED TWENTY-TWO THOUSAND SIX HUNDRED THIRTY-TWO PESOS (Php 222,632.00)**, 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

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