

## TERMS OF REFERENCE

### I. PROJECT

TOURISM INVESTMENT PROMOTIONAL ACTIVITIES 2<sup>ND</sup> SEMESTER 2018

Ground Handling Service for the **Capacity Building Seminar** in the following areas:

- ❖ Batangas
- ❖ Iloilo
- ❖ Baler

### II. BACKGROUND

Capacity Building Seminar for the Local Government Units (CBS for the LGUs) is a follow up activity to the Tourism Investment Forum (TIF). CBS trains the local investment promotion officers to prepare an investment portfolio for their tourism investment projects as well as to equip them with the skill of pitching and effective direct business conversation with interested investors.

### III. PROCUREMENT REQUIREMENTS

- 1.) Capacity Building Seminar (CBS) Iloilo City**  
**October 22-26, 2018**  
**ABC: Php 874,613.00**

**Scope of Work/ Deliverables:**

**A. Accommodation Requirements for 9pax:**

5D4N hotel room accommodation 4-twin rooms (for the speakers and PIED) and 1 single room (for OTSR Director) with breakfast in a DOT accredited hotel (at least 3-star)

**B. Transportation Service Requirements:**

Re-bookable. Refundable regular rate RT airline tickets for 8pax (one pax c/o speaker) with 20 kilos baggage allowance Manila-Iloilo-Manila (ETD Manila AM; ETD Iloilo PM).

Land transportation (van) within Iloilo City (RT airport transfers {arrival and departure} and a city tour on the last day)

Travel Insurance for 3 pax (DOT Head Office)

**C. Meal Requirements:**

Day 1 and 5 for the speakers and DOT head office representatives (lunch and dinner) 9pax  
Day 2-3-4 (actual date of event) banquet service for 70pax – plated AM and PM snacks, buffet lunch and dinner with 1 round of drink

**D. Function Room within the hotel where the speakers are staying**

Use of function room/s (3 whole days with break-out room) with projector, basic sound system, tables and chairs, stage and podium, pens and papers, white board and marker, wi-fi access, free flowing coffee.

Classroom style with dining (round) table at the back for the banquet service.

**E. Token for the speakers (local products and delicacies) for 9pax**

**2.) Capacity Building Seminar (CBS) Baler  
November 05-09, 2018  
ABC: Php 816,053.00**

**Scope of Work/ Deliverables:**

**A. Accommodation Requirements for 9pax:**

5D4N hotel room accommodation 4-twin rooms (for the speakers and PIED) and 1 single room (for OTSR Director) with breakfast in a DOT accredited hotel (at least 3-star)

**B. Transportation Service Requirements:**

Van hire for 9pax Manila-Baler-Manila (with tour on the last day)

Day 1 – DOT Makati-Baler (transfer)

Day 3 – Day tour/ Baler – DOT Makati (transfer)

Travel Insurance for 3 pax (DOT Head Office)

**C. Meal Requirements:**

Day 1 and 5 for the speakers and DOT head office representatives (lunch and dinner) 9pax

Day 2-3-4 (actual date of event) banquet service for 70pax – plated AM and PM snacks, buffet lunch and dinner with 1 round of drink

**D. Function Room within the hotel where the speakers are staying**

Use of function room/s (3 whole days with break-out room) with projector, basic sound system, tables and chairs, stage and podium, pens and papers, white board and marker, wi-fi access, free flowing coffee.

Classroom style with dining (round) table at the back for the banquet service.

**E. Token for the speakers (local products and delicacies) for 9pax**

**3.) Capacity Building Seminar (CBS) Batangas  
November 12-16, 2018  
ABC: Php 645,456.00**

**Scope of Work/ Deliverables:**

**A. Accommodation Requirements for 9pax:**

5D4N hotel room accommodation 4-twin rooms (for the speakers and PIED) and 1 single room (for OTSR Director) with breakfast in a DOT accredited hotel (at least 3-star)

**B. Transportation Service Requirements:**

Van hire for 9pax Manila-Batangas-Manila (with tour on the last day)

Day 1 – DOT Makati-Batangas (transfer)

Day 3 – Day tour/Batangas – DOT Makati (transfer)

Travel Insurance for 3 pax (DOT Head Office)

**C. Meal Requirements:**

Day 1 and 5 for the speakers and DOT head office representatives (lunch and dinner) 9pax  
Day 2-3-4 (actual date of event) banquet service for 70pax – plated AM and PM snacks,  
buffet lunch and dinner with 1 round of drink

**D. Function Room within the hotel where the speakers are staying**

Use of function room/s (3 whole days with break-out room) with projector, basic sound system, tables and chairs, stage and podium, pens and papers, white board and marker, wi-fi access, free flowing coffee.

Classroom style with dining (round) table at the back for the banquet service.

**E. Token for the speakers (local products and delicacies) for 9pax**

**Minimum Requirements:**

- a) Must be accredited by DOT
- b) Willing to provide services on a send-bill arrangement; with breakdown of actual expense

**VI. BUDGET : PHP 2,336,122.00**

**VII. PROJECT OFFICER/CONTACT PERSON:**

MARITES BALLESTER

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