

**TERMS OF REFERENCE
GROUND ARRANGEMENTS**

**OTDPRIM REVIEW AND ASSESSMENT OF PROGRAM AND ACCOMPLISHMENT
2018 AND PLANNING SESSION 2019
06-08 December 2018**

Background

The Office of Tourism Development Planning, Research, and Information Management (OTDPRIM) Review and Assessment of Program and Accomplishment and Planning Session is an annual activity proposed to be held on 06-08 December 2018. It aims to assess and review the past undertakings and performance of the office and set new goals and continuing programs and projects for 2018 and 2019. The planning session will serve as a venue for upgrading each projects, programs, and activities (PPAs) to align with Republic Act 9593 NTDP 2016-2022, and current thrust of the Secretary.

Likewise, the activity aims to promote OTDPRIM productivity by addressing issues and concerns in the workplace and to foster camaraderie among personnel to effectively deliver quality services to the public and private stakeholders.

A. Accommodation

1. Must be a DOT Accredited Hotel, at least 3-star hotel
 2. Located in Baguio City
 3. All rooms must be inclusive of:
 - Breakfast
 - Complimentary Wi-Fi Access on all rooms and public areas
 - Complimentary bottled water/coffee/tea in room
- a) 32 Deluxe Single/Double Occupancy Rooms for 2 nights
- a. Check in – 06 December 2018
 - b. Check out – 08 December 2018

B. Meals and Function Room

1. Must be same or adjoining DOT Accredited Hotel
2. Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)
3. Must include the following services and amenities at the function room:
 - Free flowing coffee
 - Mint candies/chips
 - Complimentary Conference Wi-Fi Access
4. Function room must include PA system, 2 wireless microphone, tape deck, rostrum, whiteboard, marker and eraser, flipchart with paper and pencil, portable

stage platform, candies and mints, LCD projector, slide projector and screen, etc.) to be used on 06 December 2018.

5. Meals for 70 pax include:

- a) Breakfast on 06 December 2018.
- b) Buffet Lunch and Dinner, AM and PM snack on 06-08 December 2018

C. Transportation

1. DOT Accredited Tourist Transport
2. Must provide 2 units of 13-seater van to be used on 06-08 December 2018.
3. 1 unit tourist bus, 49-seater to be used on 06-08 December 2018.
Departure date from Manila to Baguio City: December 06, 2018
Departure date from Baguio City to Manila: December 08, 2018
3. Must provide a focal person/dispatcher for vehicles
4. Inclusive of fuel, parking fees and toll fees, well-groomed driver, and meals of the driver.

D. Supplies and Corporate Giveaways

1. Inclusive of conference kits and tokens (eco-friendly products such as envelope, notebook, pens, and local-based products) for 70 pax to be used on 06 December 2018.

E. Product Audit

1. Package inclusive of 1 unit of van with charges and driver's meals, and full board meals for 3 pax on 03 December 2018.

F. Others

Tour operator must be DOT Accredited and based in Metro Manila.

Lists of attendees as attached for reference.

Approved Budget for Contract: **PhP 1,111,165.00**
(*inclusive of all applicable charges and tax*)

Contact Person

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