

TERMS OF REFERENCE

- I. PROJECT:** Procurement of services of a DOT Accredited service provider for the ground handling service for the Green Corridor Initiative Mobile Application and Technology Consultation

II. BACKGROUND

The Department of Tourism Region IV-A will conduct the consultation discovery workshop for the Buhay Laguna / SaRiLiNa Tourism Circuit of the Province of Laguna on May 20-21,2021 for the development of the Green Corridor Initiative Mobile Application and Technology. The conduct of the said workshop of the identified tourism circuit is one of the essential steps in its development, taking into account the specific measures of readiness and quality of tourism products that will be promoted under the DOT Region IV – A's flagship program for tourism recovery and response under the new normal, *The Green Corridor Initiative*.

The conduct of the consultation discovery workshop will help understand the views and requirements of the respective tourism cluster/circuit best, and arrive at the most meaningful features and functionalities of the app along with most intuitive interface and best-suited tech stack. Based on the blue print arrived at in this discovery stage, the developers execute the vision and ensure that we build the best long-term product features for the GGI program. Careful planning is a necessary factor for its successful and meaningful development.

III. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement

Scope of Works/ Deliverables

Particulars	Breakdown	Quantity	Remarks
Meals	<p>Breakfast May 20, 2021 40 pax x 1 day</p> <p>Snacks AM/PM May 20 – 21, 2021 40 pax x 2days x 2 snacks</p> <p>Lunch May 20 – 21, 2021 40 pax x 2 days</p> <p>Dinner May 20, 2021 40 pax x 2days</p>	40 160 80 40	
Venue and Technical Requirements	Venue and Technical Requirements	1	<ul style="list-style-type: none"> • Open space conference hall/function room for 40 pax with provisions of social distancing set-up and free alcohol in the venue. • LCD Projector with Wide Screen • Podium with Microphones • Free Flowing Coffee and Candies • Speakers • Pen and Papers • Must be DOT Accredited
Van Hire	May 20 – 21, 2021 2 units x 2 days	2	<ul style="list-style-type: none"> • Land Transportation to DOT Calabarzon Staff and participants during the conduct of the event. • Must be DOT Accredited

Accommodation	May 20 – 21, 2021 (Overnight) Accommodation for 40 pax 20 rooms x 40 pax (2 pax per room)	20	<ul style="list-style-type: none"> • Room Accommodation for 40 pax with free breakfast (20 rooms double occupancy/twinsharing) • Must be DOT Accredited
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IV. BUDGET: Php 283,680.00 inclusive of tax

V. PROJECT OFFICER/CONTACT PERSON

MONALIZA D.LAURON

Tourism Officer II
Planning Unit

Noted by:

MARIO R. DAGA

Unit Head, Supervising. TOO
Planning Unit