

TERMS OF REFERENCE

I. PROJECT

SEMINAR FOR TOURIST BOATMEN AS TOURISM FRONTLINERS ON AUGUST 9 – 10, 2021

II. BACKGROUND

This service-oriented seminar will involve Boatmen (Bangkeros) as PR implementers in projecting a positive image of the country to both domestic and foreign travelers

III. OBJECTIVES

- To serve as awareness campaign for Boatmen (Bangkeros) to learn and appreciate the nature and benefits derived from tourism;
- To develop and expand the role of Boatmen (Bangkeros) as frontliners and sources of tourism information; and
- To get the support of Boatmen (Bangkeros) in the tourism promotional efforts of the country

IV. 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
Transportation	Van Hire: August 8, 2021	1	<ul style="list-style-type: none"> • Land Transportation to Manila – Calamba - Calatagan • Land Transportation to Calatagan – Pillilia • Must be DOT Accredited
	August 10, 2021	1	
Meals	Snacks AM/PM and Lunch August 9 – 10, 2021 35 pax x 2days	70	
	Dinner August 8 – 9, 2021 2pax x 2days	4	
Accommodation	August 8 – 9, 2021 (Overnight) 2pax x 2nights	4	<ul style="list-style-type: none"> • Must be DOT Accredited
Venue	Venue and Technical Requirements (September 13 – 15, 2021)	2	<ul style="list-style-type: none"> • Open space conference hall/function room for 35 pax with provisions of social distancing set-up and free alcohol in the venue. • LCD Projector with Wide Screen

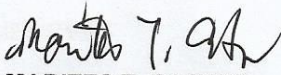
			<ul style="list-style-type: none"> • Podium with five (5) Microphones • Free Flowing Coffee and • Candies • Speakers • Must be DOT Accredited
Training Kit	Notebook, Ballpen, ID holder (106 x 82mm), ID lace	30	
	Certificate Holder (A4)	2	
Tourism AID Kit	Personal Health Kit -2pcs Face mask (N95) -2pcs Face shield -Alcohol (50ml)	30	
	First Aid Kit (1 x First Aid Pouch 10 x Band Aid 6 x Alcohol Swab 5 x Iodine Cotton Swab 1 x Rubber Tourniquet 1 x Elastic Bandage Roll 10 x Cotton Balls 4 (2pairs) x Sterile Gloves 1 x Surgical Tape 1 x Scissor 12 x Cotton Buds 1 x Tweezer 3 x 8PLY Sterile Gauze Sponge (4x4) 2 x Instant Cold Ice Pack)	30	
	Wooden Paddle	30	
	Life Jacket	30	
	Whistle	30	
	Rubber Boating Gloves	30	
	Aquashoes	30	
	Water Canister (1-liter capacity)	30	
Other Expenses	Load Card (Php 200)	1	
	Tarpaulin (9 feet x 6 feet)	1	
	Antigen Test	2	

V. BUDGET: Php 268,300.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENETH C. DE GRACIA
Tourism Officer II

Noted by:


MARITES T. CASTRO
Chief TOO

IV. PROJECT WORK PLAN / Gantt Chart

1. Main DOT activities

2. Tasks to provide services for a specific management

Scope of Services to be provided

Task/Activity	Start Date	End Date	Remarks
Task 1	August 2, 2021		• Local Transportation in Manila • Local Transportation in Cebu
Task 2	August 13, 2021		• Local Transportation in Cebu - Pinar • Main DOT Activities
Task 3	August 13, 2021		
Task 4	August 13, 2021		
Task 5	August 13, 2021		
Task 6	August 13, 2021		
Task 7	August 13, 2021		
Task 8	August 13, 2021		
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Task 100	August 13, 2021		