

TERMS OF REFERENCE

I. PROJECT

TOURIST RECEPTION AND GUIDING TECHNIQUES ON OCTOBER 17 – 20, 2021

II. BACKGROUND.

The training aims to enhance the knowledge and skills to interpret the wonders of nature to be able to impart to tourists what ecotourism can offer. This module gives insight towards being a technical guide for specific nature-based activities such as trekking, spelunking, etc

III. OBJECTIVES

- To enhance the skills in improving their interpretative skills in nature guiding
- To re-introduce trainees to various nature-based activities for them to develop a holistic knowledge on nature and nature guiding

IV. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement
3. Inclusive of travel time on October 17, 2021. Actual training is October 18 – 20, 2021.

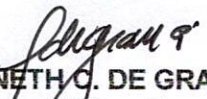
Scope of Works/ Deliverables

Particulars	Breakdown	Quantity	Remarks
Transportation	Van Hire: October 17, 2021	1	<ul style="list-style-type: none"> • Land Transportation to Caloocan – Calamba – Catanuan, Quezon • Land Transportation Catanuan Quezon – Calamba - Caloocan • Must be DOT Accredited
	October 20, 2021	1	
Meals	Snacks AM/PM and Lunch October 18-20, 2021 33 pax x 3days	99	<ul style="list-style-type: none"> • With venue provision
	Dinner October 17-19, 2021 2pax x 3days	6	
Accommodation	October 17-19, 2021 (Overnight) 2pax x 3nights	6	<ul style="list-style-type: none"> • Must be DOT Accredited
Training Kit	Notebook, Ballpen, ID holder, ID lace	30	

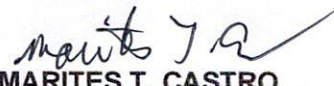
Personal Health Kit	3 pcs face mask, 3 pcs face shield, alcohol (50 ml)	30	
Other Expenses	Load Card (Php100)	3	
	Tarpaulin (9 feet x 6 feet)	1	
	Antigen	2	

V. BUDGET: Php 134,400.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENETH C. DE GRACIA
 Tourism Officer II
 Planning Unit

Noted by:


MARITES T. CASTRO
 Chief, TOO