

DEPARTMENT OF TOURISM-MIMAROPA

TERMS OF REFERENCE

(Service Provider)

I. PROJECT TITLE

YEAR-END ASSESSMENT AND PLANNING WORKSHOP FOR FY 2022 AND ORIENTATION ON GOVERNMENT EXPENDITURES RULES AND REGULATIONS ON DECEMBER 05-07, 2021

Host Agency : Department of Tourism – MIMAROPA
Date of Implementation : December 5-7, 2021
Location : Baguio City

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to assess each unit's status over the past year, update and review each progress and give opportunity to discuss next plans and programs for the agency. This will also provide chance to tackle any issues and concerns for future improvement of the group.

III. REQUIREMENTS FOR SERVICE PROVIDER

A. General Requirements

- Must be **PHILGEPREGISTERED**
- Must be a **DOT Accredited Tour Operator**
- Located in **National Capital Region (NCR) and/or Baguio City**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item IV of the TOR**
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.

B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEP Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate

Note: All documentary requirements and proposal shall be sent via e-mail at dot4b@tourisminfo.ph

IV. SCOPE OF WORK /DELIVERABLES

A Service provider should be able to provide the following:

1. Accommodation with Breakfast

- a. December 5-7, 2021 3D2N (31pax)
 - Check-in: December 05, 2021 (ECI)
 - Check-out: December 07,2021
- b. 18 Rooms for 31 pax
 - b.1. Thirteen (13) rooms – Double Occupancy
 - b.2. Five (5) rooms- Single Occupancy

2. Transportation (inclusive of bus driver accommodation and meals)

- a. Land Travel
December 05, 2021
 - DOT to Baguio (Land Travel - Bus Hire)
 - 31 pax

- December 07, 2021
 - Baguio to DOT (Land Travel - Bus Hire)
 - 31 pax

3. Function Room Requirements with Meals

- a. Date of Function: December 05, 2021
Number of participants: 31pax
Meals
 - AM Snacks, Lunch, PM Snacks, Dinner, with drinks
 - Free flowing Coffee
 - Water Dispenser
 - Candies

- b. Date of Function: December 06, 2021
Number of participants: 31pax
Meals
 - AM Snacks, Lunch, PM Snacks, Dinner, with drinks
 - Free flowing Coffee
 - Water Dispenser
 - Candies

- c. Date of Function: December 07, 2021
Number of participants: 31pax
Meals
 - AM Snacks, Lunch, with drinks
 - Free flowing Coffee
 - Water Dispenser
 - Candies

- 4. Capacity of the venue must be good for 70 pax to allow mobility for the workshop component.
- 5. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
- 6. Classroom set-up. Aisles should be available in the middle and two sides. Chairs for participants must follow social distancing protocols.
- 7. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens, and pads, WIFI access.

V. APPROVED BUDGET FOR THE CONTRACT

Budget for the conduct of the event is **THREE HUNDRED NINETY-FOUR THOUSAND FIVE HUNDRED TEN PESOS (Php 394,510.00)**, inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VI. CONTACT PERSON

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