

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM DEVELOPMENT DIVISION**

TERMS OF REFERENCE
(Services of Online Training Provider)

I. PROJECT TITLE

Cyber Tourism Development Workshop

Host Agency: Department of Tourism MIMAROPA

Dates of Implementation: October to November 2020

II. PROJECT BACKGROUND

The Department of Tourism MIMAROPA will conduct a Cyber Tourism Development Workshop from October to November 2020 (3 runs – Three days per run). The workshop shall build the capability and enhance the skill of the personnel of Local Government Units (LGUs) of the MIMAROPA Region on the development of cyber tourism to entice domestic and foreign tourists to travel once tourism gradually opens to different markets.

Cyber Tourism allows guests and participants to travel to places via new technologies free of the usual restrictions of time, distance, cost and human frailty.

After the discussions, the participants are also expected to produce a virtual tour that will highlight their destinations and apply all the techniques learned.

III. DOCUMENTARY REQUIREMENTS FOR ONLINE PROVIDERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (*For ABC's above PhP 500,000.00*)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. TECHNICAL DESCRIPTION / SPECIFICATIONS

Duly Licensed Online Training Provider should be able to provide the following:

- Three (3) runs of online forum/webinar production with maximum of 24 hours per run including critiquing of outputs;
- Program Development – curriculum relevant to industry needs and standards;
- Must have had Trainer experience with LGUs or NGAs;
- Must have conducted seminars around the country;
- Engagement of Industry Experts as Resource Speakers;

- Platform set-up to ensure that training will run smoothly/Must have Zoom capability;
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the End-user;
- Provide Host and Moderator during the Webinar;
- Issuance of E-certificates/Certificates of Participation;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation, zoom recording, and Post-activity Report;
- Must be residing in Metro Manila; and
- Must be able to provide the requirements on **send bill arrangement**

V. PROPOSED WEBINAR MODULE AND SCHEDULE

Cyber Tourism Development Workshop

- Photography and Videography including editing
- Cyber Tour Production
- Commentaries, Scriptwriting and Photojournalism
- Research Content Development
- Effective Marketing Pitch; and
- Coaching and suggestions on the use of available or free downloadable programs for developing cyber tour

DATE	TARGET PARTICIPANTS	TARGET NO. OF PARTICIPANTS
October 15-30 2020	Palawan including Puerto Princesa City	40 pax
November 2-15, 2020	Mindoro Island Including Calapan City	40 pax
November 16-31, 2020	Marinduque and Romblon	40 pax

VI. APPROVED BUDGET FOR THE CONTRACT

FOUR HUNDRED FORTY THOUSAND PESOS
(₱ 400,000.00) inclusive of all applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

DOMENIC C. CONTRERAS
Senior Tourism Operations Officer
Tourism Development Division
DOT MIMAROPA
Email: promo.regioniv@yahoo.com
tdd.mimaropa@gmail.com