#### **TERMS OF REFERENCE**

#### I. PROJECT TITLE

#### COMMUNITY GUIDING TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: September 2-8, 2021 Location: Busuanga, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with the knowledge and ability to assist, facilitate, entertain and guide the tourists and visitors who will visit Busuanga, provide livelihood opportunities and enhance resource capability for tourism development in the locality; and for the participants to be accredited by the DOT.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator**
- C. Located in the **Province of Palawan or Municipality of Busuanga**
- D. Must be willing to provide services on a send bill arrangement
- E. Must comply with the details services specified in **Item IV of the TOR**

#### DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

- 1. Mayor's / Business Permit
- 2. PHILGEPS Registration Number or Certificate of Platinum Membership
- 3. Latest Income Tax Return
- 4. DOT Accreditation Certificate
- 5. Omnibus Sworn Statement

#### IV. SCOPE OF WORK / DELIVERABLES

# A. Transportation

Airline Ticket

Guests: Ms. Ma. Ednelliza C. Balagtas DOB: October 02, 1998
Mr. Reynaldo Jorda DOB: January 27, 1958

- 1. September 1, 2021 (Wednesday)
  - Manila to Busuanga / 1035-1155 / 30kg
- 2. September 9, 2021 (Thursday)
  - Busuanga to Manila / 1225-1345 / 30kg
- B. Accommodation with Breakfast and Airport Transfers
  - 1. Two (2) Rooms
    - 2 Single occupancy for DOT Facilitator and DOT Resource Speaker

2. Duration: 8 nights

Check-in: September 1, 2021Check-out: September 9, 2021

C. Function / Workshop Requirements

Date of Function: September 2-8, 2021 (7 days)

1. Number of Participants: 35 pax

- 2. Meals
  - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
  - Plated Lunch with 1 round of drinks (iced tea or soft drinks)
  - Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
  - Free flowing Coffee
  - Water Dispenser
- 3. Capacity of the venue must be good for 60 pax to allow mobility for the workshop component;
- 4. Registration should be near the entrance of the function venue.
- 5. Entrance should have sanitization floor mat, alcohol dispenser, thermal scanner and health declaration form.
- 6. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
- 7. One table near the stage area shall be reserved for the speaker. It should be near the table for the laptop computer / Classroom set-up.
- 8. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
- 9. Must have available stage, podium, laptop, microphones / PA system, projection screen. LCD projector, white board and tech pen, WIFI access.
- 10. Welcome tarpaulin 4sq. ft. x 6 sq. ft. and backdrop tarpaulin 12 sq. ft. x 6 sq. ft.

### D. Outside Meals

1. September 1, 2021 (Wednesday)

Breakfast, Lunch and Dinner

Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

2. September 2-8, 2021 (Thursday to Wednesday)

Dinner

Guests: 4 pax (2 DOT Facilitator, 1 DOT Speaker and 1 MTO)

3. September 9, 2021 (Thursday)

Lunch

Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)

## E. Other Expenses

- 1. RTPCR Testing (1 DOT Facilitator and 1 DOT Speaker)
- 2. Communication Allowance (1 DOT Facilitator)

- 3. Cargo Fee of Training Materials
- 4. Token for BLS Speaker and Local History Speaker

### V. BUDGET

Budget for the conduct of the event is **Two Hundred Seventy-Nine Thousand One Hundred Pesos (Php 279,100.00)** inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

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

Name : Ma. Ednelliza C. Balagtas

DOT - MIMAROPA Regional Office

Contact number : 0926-856-3214

Email Address : tisp.dot4b@gmail.com