

## TERMS OF REFERENCE

### I. PROJECT TITLE

COMMUNITY GUIDING SEMINAR

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date: September 15-21, 2021  
Location: Sablayan, Occidental Mindoro

### II. PROJECT RATIONALE AND OBJECTIVES

This training program seeks to involve the community in the efforts of promoting and developing our community-based tourism as to create opportunities and generate jobs and as to provide quality service to the tourists.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

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

### DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPs Registration Number or Certificate of Platinum Membership
- DOT Accreditation Certificate
- Omnibus Sworn Statement

### IV. SCOPE OF WORK / DELIVERABLES:

#### A. Airline Ticket

1. Passengers:

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

2. Flight Details:

- Departure: September 14, 2021
- Route: Manila to San Jose, Occidental Mindoro
- Baggage Allowance: Ms. Balagtas, 20kg ; Mr. Jorda, 20kg

#### B. Bus Hire or Van Hire

1. Date of hire: September 21, 2021 (Whole day)
2. Route: Within the municipality of Sablayan
3. Number of passengers: 40 pax
4. Inclusive of driver, driver's meals, fuel and parking fees

5. Driver must wear face mask
6. Bus should have available tissue, alcohol and trash bin

### **C. Van Hire**

1. Date of hire: September 22, 2021
2. Route: Sablayan to Residence (Valenzuela and Manila)
3. Number of passengers: 2 pax
4. Inclusive of driver, driver's meals, fuel, toll fees and boat fees for van
5. Inclusive of passenger's boat fare and terminal fees
6. Driver must wear face mask
7. Van should have available tissue, alcohol and trash bin

### **V. Other Expenses**

- A. Outside Meals
  1. September 14, 2021 (Breakfast for 2 pax)
  2. September 22, 2021 (Lunch for 2 pax)
- B. Transportation from Residence to Airport (1 DOT Facilitator and 1 DOT Speaker)
- C. Communication Allowance (1 DOT Facilitator)
- D. Cargo Fee for Training kits
- E. RT-PCR Test for (1 DOT Facilitator and 1 DOT Speaker)
- F. Contingency (Supplies and other materials)

### **VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **NINETY THOUSAND PESOS (Php 90,000.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

### **VII. PAYMENT PROCEDURE:**

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

### **VIII. PROJECT OFFICER/CONTACT PERSON**

Name: **MS. MA. EDNELLIZA C. BALAGTAS**  
Email: dot4bonline@gmail.com  
Contact No. : 0926-856-3214