

**TERMS OF REFERENCE**  
**Venue, Meals, Accommodation and Transportation**  
**TRCRG CONSULTATION WORKSHOP**  
January 14-February 14, 2020 | All Regions

**I. BACKGROUND AND LEGAL BASIS**

In line with the Department of Tourism's (DOT) continuous efforts to establish closer coordination with its stakeholders, it shall work hand in hand with the Local Government Units (LGUs) private sector, partner agencies, travel and trade associations, and other groups towards achieving its mandate to contribute to the sustainable tourism development in the country.

Toward this end, the DOT through the Tourism Regulation, Coordination and Resource Generation (TRCRG) shall apprise its stakeholders of the sector's plans and programs for 2020 through a consultation workshop.

The TRCRG Consultation Workshop, previously dubbed as the TRCRG Roadshow, was renamed for a more accurate representation of the activities to be conducted. This undertaking is expected to build a stronger linkage with the stakeholders, as well as gain their support and appreciation of DOT-TRCRG's initiatives. The workshops will also serve as a venue for TRCRG to listen to the stakeholders' insights and on-the-ground situation of tourism in the regions.

Republic Act 9593, Section 3 (n) provides that the DOT shall enhance capacity-building of LGUs, in partnership with the private sector, in the management of local tourism projects and initiatives. Further, Section 15 states that the DOT shall maintain close coordination with National Government agencies, LGUs, NGOs, and other private entities for the development and implementation of national tourism plans and policies.

**OBJECTIVES**

The Regional Consultation Workshop shall have the following objectives:

1. To share the 2020 Thrusts, Plans, and Programs of the TRCRG
2. To inform the stakeholders of updates on the tourism industry in their respective regions
3. To gather insights from stakeholders to assist in policy-making and program development for each region

**PARTICIPANTS**

The Regional Consultation Workshop aims to gather fifty (50) participants for each region which shall be composed of the following:

- DOT Regional Planning Officer
- Local Tourism Officers
- Industry representatives

## IMPLEMENTATION

The project shall be implemented in the first quarter of 2020. Below is the tentative schedule for each region:

DATE	REGION	DATE	REGION
15 Jan 2020	Region 13	30 Jan 2020	Region 4B
16 Jan 2020	Region 5	31 Jan 2020	CAR
18 Jan 2020	Region 6	6 Feb 2020	Region 8
22 Jan 2020	Region 7	9 Feb 2020	Region 2
24 Jan 2020	Region 12	14 Feb 2020	NCR
28 Jan 2020	Region 1		

In line with this, the DOT is in need of the services of an accredited tour operator/ground handler for the said event.

### II. MINIMUM REQUIREMENTS

- Must be a DOT-Accredited tour operator/service provider
- Must be PHILGEPS registered
- Must have engaged or have an experience with transaction with National Government Agencies
- Winning bidder must be flexible in terms of booking venue, accommodation and vehicle rental since the schedule of workshops might be subject to change
- Winning bidder must coordinate with DOT regional offices on the preferred location of the consultation workshop including the accommodation of the DOT official and staff for better logistics.

### III. ITEMS/SERVICES

#### VENUE AND MEALS

- Must be a DOT accredited hotel or apartment hotel located in regions provided  
**\*\*\*(Please refer to the table for the schedule of the workshop on each region)**
- Must provide function room good for 50 pax on either round table or classroom setup
  - Must provide AM or PM Snacks and Buffet Luncheon good for 50 pax (selection of menu for end user approval) with 10% buffer
  - Provision of lunch and dinner for the secretariat a day before the workshop proper
  - Must provide flower arrangements on each table setup
  - Must provide free-flowing coffee, tea, water
  - Must provide complimentary internet access
  - Must provide complimentary parking passes
- Must have good lighting inside the function room/conference hall

- Venue must be spacious and must not have pillars which may cause blockage to the view of some participants
- Must provide basic sound system, podium, Philippine flag, stage, wireless microphones, extension cords, and electronic backdrop
- Dedicated technician for the whole duration of event
- Must provide free use of projection screens as part of its conference package
- Costs must be inclusive of all fees related to rental of venue, etc.

### **ACCOMMODATION**

- Must be a DOT accredited hotel or apartment hotel
- At least 3-star rating, (*must be same hotel where the workshop venue is or if not possible, it should be within 5kms of the workshop venue*)
- Provision of two (2) rooms per region (1 single room for official and 1 twin sharing room for staff)
- Accommodation must be good for two nights (Hotel booking must be confirmed prior to the schedule of the workshop in each region)
  - \*\*\*Period: Refer to the table above for the schedule of the workshop per region**
  - \*\*\*Must be able to provide early check in to guests, check in date is day before the scheduled workshop**
  - \*\*\*Open to cancellation of booking in case target number of participants is not met**
- Must come with complimentary breakfast
- Must provide complimentary internet access
- Must provide complimentary parking spaces

### **LAND TRANSPORTATION**

- Winning bidder to be provided with schedule and itinerary of the participants
- Vehicle must comfortably accommodate the number of pax (including their baggage) arriving and departing on the dates specified.
- Vehicle rental will be for 2 days (arrival, duration of workshop and departure of officials and staff)
- Inclusive of fuel, meals of the driver, and other expenses such as toll and parking fees, if applicable

**IV. TOTAL AMOUNT OF THE PROJECT:** PHP 995,000.00 (inclusive of all taxes)

**V. PAYMENT:** Government Procedure – Send Bill Arrangement

### **VI.CONTACT DETAILS:**

Ms. Ma. Ila Jeanne Perez or Ms. Joyce D. Cesar  
 Office of the Undersecretary for Tourism Regulation, Coordination and  
 Resource Generation  
 459-5200 to 30 local 202  
 mfperez@tourism.gov.ph/ouapb.trcrg@tourism.gov.ph