

TERMS OF REFERENCE

- I. **BIDDER** : Service Provider/Tour Operator
- II. **PROJECT TITLE** : Capacity Building Workshop for the Development of the Boracay Culture of Wellness Program
- III. **PROJECT DATE** : January 6 to 12, 2022
- IV. **MINIMUM REQUIREMENTS**
- Must be accredited by the DOT
 - Must be willing to provide services on send-bill arrangement

V. OBJECTIVES

The above activities aimed at achieving the following:

- Provide technical support to the stakeholders of the Boracay Bike Tour, Wellness Workation, and Boracay Food Crawl Programs, through the conduct of the capacity building workshop that will further enhance the guests' experience of the island;
- Conduct iteration activities to fully develop and complete the tourism product develop process of the above new tourism products in Boracay island
- Capacitate the Boracay stakeholders in developing, enhancing, and maintaining the excellent product experience of the newly developed tourism programs in the island that are aligned with the government's advocacy towards a sustainable, wellness destination of the country; and
- Prepare the stakeholders by instilling the right and relevant knowledge and information that will ensure the seamless experience of the travelers to the island especially when travel restrictions for both domestic and international markets are lifted.

VI. SCOPE AND WORK DELIVERABLES

- Ground arrangement for ground handling services which includes accommodation, transfers (air, land, sea), and meals based on the schedule of activities/itinerary provided for the said project. Air tickets should include a maximum of 20 kilos RT baggage all the participants coming from Manila;
- Facilitate payment of communication expenses for the 3 project officers covering the 7-day program;
- COVID-19 Post RT-PCR test for participants coming from Manila/NCR with results available in 48 hours and Antigen Test for all the local participants conducted on-site during the first day of the workshop proper;
- Provision of water and hygiene kits including face masks, face shield, alcohol, wipes and tissue for each of the participants;

DETAILED BREAKDOWN:

A. TRANSFERS

Van Transfers

Date	No. of Units	Capacity and Route
January 6, 2022	Vans for DOT/OPMD staff and Speakers	Van Seating Capacity: 4-5 pax per van Route: Caticlan airport to Jetty Port Cagban Port to Resort
January 12, 2022	Vans for DOT/OPMD staff and Speakers	Van Seating Capacity: 4-5 pax per van Route: Resort to Cagban Port Caticlan Port to Airport

	1 van for DOT/ OPMD Speakers	Van on standby for any transfers needed during the workshop (5-hour rental)
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Boat Transfers

Date	No. of Units	Capacity and Route
January 6 and January 12, 2022	RT Boat transfers for 12 pax	RT boat transfers for arrival and departure including environmental fees and terminal fees

**50% capacity for transportation vehicles in compliance with Covid-19 protocols*

B. RT-PCR and ANTIGEN COVID-19

Date	No. of Pax	Remarks
January 14	12 pax (speakers, organizers from OPMD and representatives from DOT VI)	Post RT-PCR Test
January 7	37 pax (organizers from OPMD, representatives from DOT VI, speakers and local participants on site)	Antigen test

C. ACCOMMODATION/ CONFERENCE HALL

Quantity	Particular	Remarks
January 6 to 12, 2022	12 single rooms in a 3 to 4-star DOT- accredited resort/hotel	Preferably with convention facilities to minimize mobility issues
January 7 to 11, 2022	Conference room that can accommodate 37 pax with the allowed physical set up 1meter apart seating arrangement	With PA system, audio visual facilities as part ofthe package (LCD projector, at least 6 microphones

D. MEALS

Quantity	Particular	Remarks
January 6 to 12, 2022	6 meals x 12 pax (for speakers and organizers) outside the conference package. Exclusive of breakfasts, 5 lunches due to the workshop, and 1 fellowship dinner	1 lunch and 5 dinners
January 7 to 11, 2022	5 lunches, 5 AM snacks and 5 PM snacks per pax for 37 pax	c/o conference package
January 11, 2022	Dinner for 37 pax (fellowship night)	Event and dining area near the resort (Including speakers, organizers and onsite participants)

E. OTHERS

Date	Quantity	Particular
January 11, 2022	Bike rental (for the simulation activity of the technical bike tour guiding) for 16 pax	1 simulation technical bike tour to measure capacity developed

VII. BUDGET


Total budget: **Php830,000.00**

The winning bidder 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.

VIII. CONTACT PERSON

Contact Person : **SARAH MAE SHARON L. MONROY**
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Approved by:


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