

TERMS OF REFERENCE

I. PROJECT TITLE

BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT)
FARM TOURISM: URBAN FARMING TRAINING WORKSHOP and FBSE

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA

Date / Location : April 24-28, 2023 (Gloria)

II. PROJECT RATIONALE AND OBJECTIVES

The recent oil spill in Oriental Mindoro has highlighted the need for more sustainable and resilient tourism practices. To address this, the Department of Tourism MIMAROPA has initiated an intervention project that focuses on the development of agri-tourism in the region.

The project aims to provide employment opportunities for the local community, promote sustainable farming practices, and contribute to the economic development of the region. Additionally, the project seeks to promote environmental conservation and sustainability initiatives to address the environmental impact of the oil spill.

Overall, the project aims to support the DOT-MIMAROPA vision of developing a globally competitive, environmentally sustainable, and socially responsible tourism industry that promotes inclusive growth through employment generation.

III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must **have experience providing training services to DOT and other government agencies**
- Located in **Manila and/or within MIMAROPA**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

V. SCOPE OF WORK/SPECIFICATIONS

A. Transportation

1. Van Hire – Guests: DOT Facilitator and Resource Speakers

April 24, 2023 – Makati to Batangas Port

April 28, 2023 – Batangas Port to Manila

April 24, 2023 – Calapan Port to Gloria

April 27, 2023 – Gloria to Calapan Port

April 28, 2023 – Gloria to Calapan Port

2. Van Transfer – Guests: Resource Speakers

April 23, 2023 – NAIA to Accommodation

April 24, 2023 – Accommodation to DOT Makati

3. Boat Fare – Guests: DOT Facilitator and Resource Speakers

April 24, 2023 – Batangas Port to Calapan Port

April 27, 2023 – Calapan Port to Batangas Port

April 28, 2023 – Calapan Port to Batangas Port

4. Airfare – Guests: Resource Speakers

One Way Airfare Ticket from Manila- Puerto Princesa City

Date: April 28, 2023

B. Accommodation with Daily Breakfast

- Three (3) Single Occupancy for Resource Speakers
Accommodation within NCR
Check-in: April 23, 2023
Check-out: April 24, 2023
- Four (4) Single Occupancy for DOT Facilitator and Resource Speakers
Accommodation at Gloria
Check-in: April 24, 2023
Check-out: April 28, 2023
- Two (2) Single Occupancy for FBSE Resource Speaker and DOT OIMD Facilitator
Accommodation within
Check-in: April 27, 2023
Check-out: April 28, 2023

C. Meals

- AM/PM Snack and Lunch for the Training (Participants)
Number of Pax: 110 pax
Date of Training
April 24-28,2023 (Gloria)
- Breakfast Lunch and Dinner for (DOT Facilitator, Resource Speaker and Assistant Speaker)
Number of Pax: 6 pax
April 24-28,2023 (Gloria)
- Breakfast Lunch and Dinner for (DOT OIMD Facilitator, FBSE Resource Speaker)
Number of Pax: 2 pax
April 27-28,2023 (Gloria)

D. Start-Up Kit

- ✓ Hand tools (Fork, Spade) (100 sets)
- ✓ Watering Can or Spray Can (100 sets)
- ✓ Weighing Scale or Measuring Cup (100 sets)
- ✓ Vegetable seeds (Pechay, Lettuce, Mustard) (100 sets)

E. Miscellaneous Fees

Training Supplies and Materials

- ✓ Used oil can (Large) and Flat sheet to create DIY Carbonizer
- ✓ Greens such as kangkong, camote tops, and other greens available in the area.
- ✓ 1000 sheets
- ✓ Tarpaulin printing

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **FIVE HUNDRED TEN THOUSAND TWO HUNDRED FORTY (P510,240.00)**, inclusive of amenities and all government taxes and charges as defined in this Terms 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.

VII. PROJECT OFFICER/CONTACT PERSON

ALVIN G. ACOSTA
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Tourism Development Division
DOT – MIMAROPA
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