

TERMS OF REFERENCE

I. PROJECT TITLE

BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT)
SEEDS OF SUCCESS and FBSE

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA
Date / Location : June 14-17, 2023 (Bulalacao)
June 19-22, 2023 (Mansalay)

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
- 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**
June 13, 2023 – DOT Makati to Batangas Port
June 23, 2023 – Batangas Port to DOT Makati

June 13 to 23, 2023 – Within Oriental Mindoro

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

June 13, 2023 – Batangas Port to Calapan Port

June 23, 2023 – Calapan Port to Batangas Port

3. Airfare – Guests: Resource Speakers

June 13, 2023 – PPS - Manila

June 23, 2023 – Manila - PPS

B. Accommodation with Daily Breakfast

- Four (4) Single Occupancy for (1) DOT Facilitator and (1) Resource Speakers
(2) Assistant Speakers
Accommodation at Bulalacao
Check-in: June 13, 2023
Check-out: June 17, 2023

Accommodation at Mansalay
Check-in: June 17, 2023
Check-out: June 23, 2023

- One (1) Single Occupancy for FBSE Resource Speaker
Accommodation at Bulalacao
Check-in: June 13, 2023
Check-out: June 15, 2023

Accommodation at Mansalay
Check-in: June 22, 2023
Check-out: June 23, 2023

C. Meals & Venue

- AM/PM Snack, Lunch and Venue for the Training (Participants)
Number of Pax: 110 pax
Date of Training
June 14-17,2023 (Bulalacao)
- AM/PM Snack, Lunch and Venue for the Training (Participants)
Number of Pax: 110 pax
Date of Training
June 19-22,2023 (Mansalay)
- Breakfast Lunch and Dinner for (1 DOT Facilitator and 1 Resource Speaker 2 Assistant Speakers)
Number of Pax: 4 pax
June 13-17,2023 (Bulalacao)
June 18-23,2023 (Mansalay)
- Breakfast Lunch and Dinner for FBSE Resource Speaker
Number of Pax: 1 pax

June 13-14,2023 (Bulalacao)
June 22-23,2023 (Mansalay)

D. Start-Up Kit

- ✓ Hand tools (Fork, Spade) (200 sets)
- ✓ Watering Can or Spray Can (200 sets)
- ✓ Weighing Scale or Measuring Cup (200 sets)
- ✓ Vegetable seeds (Pechay, Lettuce, Mustard) (200 sets)

E. Training Supplies and Materials

Training Supplies and Materials

- ✓ Notebook and Pen
- ✓ ID Holder and Lace
- ✓ Manila Paper and Pentel Pen and Scissors
- ✓ Seeds
- ✓ Soil Mixture
- ✓ FAA FJJ FPJ Ingredients
- ✓ Other training materials
- ✓ Tarpaulin Printing
- ✓ Communication Allowance

Specialty Paper (400 pcs)

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **SEVEN HUNDRED FIFTY-TWO THOUSAND THREE HUNDRED TWENTY (P752,320.00)**, 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
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