

TERMS OF REFERENCE

I. PROJECT TITLE

SITE VALIDATION OF 2024 ASEAN TOURISM STANDARDS NOMINEES

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA

Date / Location : Coron and Puerto Princesa City / October 25 to 28, 2023

II. PROJECT RATIONALE AND OBJECTIVES

In response to the ASEAN Call for Participants to the 2024 ASEAN Tourism Standards Awards, the Office of Tourism Standards and Regulation-Standards Development Division (OTSR-SDD) is in receipt of applications for ASEAN MICE Venue, ASEAN Green Hotel and ASEAN Sustainable Tourism Awards from DOT-MIMAROPA Stakeholders. To determine their compliance with the requirements of the ASEAN Tourism Standards, a team from the OTSR-SDD will conduct onsite validation of the said applications.

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 Palawan**
- 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 in Coron and Puerto Princesa City (Meals and Diesel Included)

- ✚ **Guests: One (1) DOT Regional Officer, One DOT MIMAROPA Regional Office Staff, and One (1) DOT SDD Personnel**

October 25, 2023 – Busuanga to Coron Town Proper

October 25, 2023 – Coron Town Proper to Decalachao Port Vice Versa

October 26, 2023 – Coron Town Proper to Busuanga Airport

October 26, 2023 – Within Puerto Princesa City

October 27, 2023 – Puerto Princesa City to Sabang

October 28, 2023 – Sabang to Puerto Princesa City

2. Boat Fare

- ✚ **Guests: One (1) DOT Regional Officer, One DOT MIMAROPA Regional Office Staff, and One (1) DOT SDD Personnel**
October 25, 2023 – Decalachao Port to Club Paradise and Vice Versa

B. Room Accommodation

- Two (2) Single Room for DOT SDD Personnel and DOT MIMAROPA Regional Officer
Check-in: October 25, 2023
Check-out: October 26, 2023
- Two (2) Single Room for DOT SDD Personnel and DOT MIMAROPA Regional Officer
- Check-in: October 27, 2023
- Check-out: October 28, 2023

C. Meals

1. Day 1 – October 25, 2023
Breakfast, Lunch and Dinner for 3 pax (DOT MIMAROPA, Satellite Officer and DOT SDD)
2. Day 2-3 – October 26-27, 2023
Breakfast, Lunch and Dinner for 3 pax (DOT MIMAROPA, Satellite Officer and DOT SDD)
3. Day 1 – October 28, 2023
Breakfast and Lunch for 3 pax (DOT MIMAROPA, Satellite Officer and DOT SDD)

D. Miscellaneous Fees

1. Communication Expense

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **EIGHTY-NINE THOUSAND AND FOUR HUNDRED SIXTY PESOS (PHP 88,460.00)**, 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

MICHAEL JOHN A. NICOLAS
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Tourism Regulation Division
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