

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Tourism Integrates, Supports and Minds Women's Rights and Child Safety (TourISM WoRCS) Training

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : May 19-23, 2025, *inclusive of travel time*
Location : Odiongan, Romblon

II. PROJECT RATIONALE AND OBJECTIVES

In line with the Tourism Act of 2009, the DOT launched the TourISM WoRCS Program to integrate efforts to safeguard women and children, promoting ethical and sustainable tourism practices. This program not only raises awareness but also provides training and resources to tourism entities to ensure they adhere to these standards. By fostering a safe and respectful environment, the TourISM WoRCS Program aims to enhance the overall quality and reputation of the Philippine Tourism Industry.

The objective of the Tourism Integrates, Supports, Minds Women's Rights and Child Safety of TourISM WoRCS Program is institutionalized to respond to various gender and child-related issues and concerns in the tourism sector.

Moreover, it seeks to eliminate discrimination and achieve gender equality in the tourism sector through a series of inclusive, strategic, and collaborative interventions involving different agencies of government, local government units, non-government agencies, and private stakeholders.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. **Located in MIMAROPA or Metro Manila**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES

A. Transportation

- Gas & Toll Fee (Office Car)
May 19, 2025 – DOT Office to Batangas Port
- Boat Fare & Terminal Fee for 2pax (Montenegro)
May 19, 2025 – Batangas Port to Odiongan
- Boat Fare & Terminal Fee for 1 pax (2Go)
May 22, 2025 – Odiongan to Batangas Port
- Bus Fare for Resource Speaker
May 23, 2025 – Batangas Port to Residence

B. Accommodation and Meals

- Off-session meals for DOT Staff
May 19 – Breakfast, Lunch and Dinner
May 20-21 – Dinner
- Off-session meals for Resource Speaker
May 19 – Breakfast, Lunch and Dinner
May 20-21 – Dinner
May 22 – Breakfast, Lunch and Dinner
- Two (2) Single Occupancy Room
Check-in: May 19, 2025
Check-out: May 22, 2025

C. Training Meals

- Training Date: May 20-21, 2025
- Number of Participants: 40 pax
- Meals Required: AM/PM Snacks and Lunch

D. Miscellaneous

- Backdrop Tarp (4ftx6ft)

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED FOUR THOUSAND ONE HUNDRED FOUR PESOS AND 21/100 (Php 104,104.21)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (***send bill arrangement***). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VIII. PROJECT OFFICER / CONTACT PERSON

Name	:	MS. MA. EDNELLIZA C. BALAGTAS
Email	:	balagtasednelliza@gmail.com
Contact No.	:	0926 856 3214