

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### BASIC LIFE SUPPORT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : July 25-27, 2022  
Location : El Nido, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The training program aims to equip the tourism frontliners to perform basic first-aid and respond to occupational hazards within their establishments.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably a **DOT Accredited Travel and Tour Agency or Tour Operator based in Metro Manila**
- C. Must be willing to provide services on a **send bill arrangement**
- D. 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

### V. SCOPE OF WORK / DELIVERABLES

#### A. Transportation

##### 1. Airfare

Guest: One (1) DOT Facilitator

Ma. Ednelliza C. Balagtas                      DOB: October 02, 1998

- July 24, 2022 Manila to El Nido with 20kg check-in baggage
- July 28, 2022 El Nido to Manila with 20kg check-in baggage

Guests: Seven (7) BLS Trainer

- July 24, 2022 Manila to Puerto Princesa with 20kg check-in baggage
- July 28, 2022 Puerto Princesa to Manila with 20kg check-in baggage

##### 2. Grab Transportation from Residence to Airport

Guest: One (1) DOT Facilitator and Seven (7) BLS Trainer

##### 3. Van Transfer

Guests: Seven (7) BLS Trainer

- July 24, 2022 Puerto Princesa Airport to El Nido
- July 28, 2022 El Nido to Puerto Princesa Airport

#### B. Accommodation with Breakfast and Airport Transfers

- 1. Two (2) Single Occupancy Room
  - 2. Three (3) Double Occupancy Room
- Check-in: July 24, 2022  
Check-out: July 28, 2022

9

### C. Outside Meals

- July 24, 2022  
Breakfast, Lunch and Dinner  
Guests: 8pax (DOT Facilitator and BLS Trainer)
- July 25-27, 2022  
Dinner  
Guests: 8pax (DOT Facilitator and BLS Trainer)
- July 28, 2022  
Lunch  
Guests: 8pax (DOT Facilitator and BLS Trainer)

### D. Function/Workshop Requirements

1. Date of training: **July 25-27, 2022** (8 hours/day)
2. Venue must be a DOT Accredited Tourism Enterprise and at the City proper where the majority of the participants will come from
3. Number of persons: **40 pax**;
4. Meals
  - Plated AM snacks with 1 round of bottled softdrinks
  - Buffet Lunch with 1 round of bottled softdrinks
  - Plated PM snacks with 1 round of bottled softdrinks
  - Free flowing coffee and tea during the duration of the training
  - Water dispenser;
5. Capacity of the venue must be good for 100 persons to allow social distancing between participants, resource speakers and facilitators;
6. Registration table should be near the entrance of the training venue;
7. Secretariat table should be inside the venue for easier facilitation and contact with speakers
8. Table and chair set-up with social distancing;
9. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer. Classroom set-up;
10. Aisles should be available in the middle and two sides;
11. Must have available stage, podium, **laptop**, microphones / PA system, LCD projector with white screen, WIFI access, colored printer; and
12. Welcome tarpaulin 4sq. ft x 6sq. ft and backdrop tarpaulin 12sq. ft x 6sq. ft.

### E. Miscellaneous Fees

1. Cargo fee from Metro Manila to El Nido for training collaterals
2. Printing Expense
3. Tarpaulin Printing
4. Token for the BLS Trainer

**VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **Three Hundred Fifty-Nine Thousand Nine Hundred Eighty-Three Pesos (Php 359,983.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined 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**

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