

TERMS OF REFERENCE

I. PROJECT TITLE

PERSONAL BRANDING AND IMAGE QUOTIENT

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : September 12-14, 2022
Location : Calapan City, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with the knowledge and skills on personal branding and on how to develop confidence of the participants in dealing with tourists and guests. Likewise, it will focus on both social graces and protocol in order to prepare themselves with knowledge and expertise in hosting potential investors, high-ranking officials and guests that will visit the above-stated City.

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, CALABARZON or MIMAROPA**
- 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)*
- Valid DOT Accreditation Certificate
- 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 (Land and Sea)

1. Van Transfer (Resource Speaker)
September 11, 2022 – Quezon City to Batangas Port
September 15, 2022 – Batangas Port to Quezon City
2. FastCat
September 11, 2022 – Batangas Port to Calapan Port
September 15, 2022 – Calapan Port to Batangas Port
3. Van Transfer (Resource Speaker)
September 11, 2022 – Calapan Port to Accommodation
September 15, 2022 – Accommodation to Calapan Port

B. Room Accommodation with Daily Breakfast

1. One (1) Single Room for Resource Person
Check-in : September 11, 2022
Check-out : September 15, 2022

C. Function/Workshop Requirements

1. Date of Training: **September 12-14, 2022** (8 hours/day)
2. Venue must be a DOT Accredited Tourism Enterprise in Calapan City
3. Number of persons: **35 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.

D. Outside Meals

1. September 11, 2022
Three (3) meals – Breakfast, Lunch, Dinner for 2 persons
2. September 12-14, 2022
Dinner for 2 persons
3. September 15, 2022
Lunch for 1 person

E. Miscellaneous Fees

1. Training Supplies
2. Tarpaulin Printing
3. Printing Expense

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED NINETY ONE THOUSAND NINE HUNDRED SIXTY PESOS (191,960.00)** 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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