

TERMS OF REFERENCE

Food and Beverage Training for Excellent Dining Experience

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA
Date of Implementation: September 21 to 23, 2022
Location: Coron, Palawan

I. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip the participants with knowledge and ability regarding food and beverage service to the tourists and visitors who will visit the said destinations. Likewise, this training will impart learning on the necessary soft skills for a food and beverage staff as well as recognize implications of strategic and tactical planning for customers, personnel and resource management. This training aims to provide livelihood opportunities and enhance resource capability for tourism development in their respective locality.

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator or Travel and Tour Agency**
- C. Located in **NCR and Coron, Palawan**
- D. Must be willing to provide services on a **send bill arrangement**

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Mayor's/Business Permit
2. PHILGEPS Registration Number
3. Omnibus Sworn Statement
4. DTI or SEC Registration
5. DOT Accreditation Certificate

III. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land)

1. September 20, 2022 (2 pax)
 - Taxi fare: Residence to NAIA Airport (Caloocan and Quezon City)
 - Airport Transfer: Pick-up and drop-off only (Busuanga Airport to Accommodation)
2. September 24, 2022 (2 pax)
 - Airport Transfer: Pick-up and drop-off only (Accommodation to Busuanga Airport)
 - Taxi fare: NAIA Airport to Residence (Caloocan and Quezon City)

B. Transportation (Air)

1. September 20, 2022 – 2 Pax
 - Air fare: MNL-USU (early flight)
2. September 24, 2022 – 2 Pax
 - Air fare: USU-MNL (mid flight)

3. Accommodation with Breakfast (must be DOT Accredited)

1. September 20 - 24, 2022 (4 nights)
1 Single Occupancy Room – Speaker (1 Pax)
2. September 20 - 24, 2022 (4 nights)
1 Single Occupancy Room – DOT Facilitator (1 Pax)

4. Function Venue with Meals / Workshop Requirements (must be DOT Accredited)

1. Date of Function: September 21 to 23, 2022
2. Number of Participants: 35 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Managed Buffet Lunch with 1 round of drinks (iced tea or soft drinks)
 - Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Free flowing Coffee
 - Water Dispenser
4. Registration table should be near the entrance of the function venue.
5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
6. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer.
7. Classroom set-up (Social Distancing must be observed).
8. Aisles should be available in the middle and two sides.
9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads.

5. Outside Meals

- September 20, 2022
Breakfast, Lunch and Dinner
Guests: 2 Pax (DOT facilitator and Speaker)
- September 21 - 23, 2022
Dinner
Guests: 3 Pax (DOT facilitator, Speaker and Satellite Officer)
- September 24, 2022
Lunch

Guests 2 Pax (DOT facilitator and Speaker)

6. Miscellaneous

1. Backdrop Tarpaulin 4 sq. ft x 11 sq. ft and 8 ft x 11 ft. (2 pieces)
2. Cargo Fee
3. Training Supplies
4. Communication Expense

IV. BUDGET

Budget for the conduct of the event is **One Hundred Eighty One Thousand and Two Hundred Pesos (Php 181,200.00)** 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.

V. CONTACT PERSON

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