

DEPARTMENT OF TOURISM – MIMAROPA

TERMS OF REFERENCE

HOSPITALITY TRAININGS FOR TOURISM INDUSTRY SKILLS PROGRAM (TISP) AID

I. TOURISM RELATED SKILLS PROGRAMS REQUESTED BY TOURISM STAKEHOLDERS AFFECTED BY TYPHOON ODETTE IN PUERTO PRINCESA CITY, ARACELI AND PORT BARTON, SAN VICENTE, PALAWAN

- Integrated Disaster Preparedness and Management for Hospitality Establishments
- Hotel Operations 101
- Basic Housekeeping

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to assist tourism stakeholders affected by Typhoon Odette through Human Capacity Building and provision of restart-up kits to facilitate immediate recovery. This training aims to provide livelihood opportunities and enhance resource capability for tourism development in the above—mentioned localities in Palawan.

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 Metro Manila**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**
- **Must submit:** Titles, Topics, Objectives of Trainings; and Profiles and Accomplishments of the Resource Persons upon closing of PHILGEPs posting for interested bidders

IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- Income / Business Tax Return

V. SCOPE OF WORK/SPECIFICATIONS

TRAINING NO. 1 : INTEGRATED DISASTER PREPAREDNESS AND MANAGEMENT TRAINING FOR HOSPITALITY ESTABLISHMENTS

- Beneficiary: Association of Accredited Tourist Accommodation of Puerto Princesa (AATAPP)
- Location: **Puerto Princesa City**
- Number of Training Days: 5 days
- Number of Participants: 50 pax
- Target Date: **October 10 - 14, 2022**

Deliverables:

- DOT Accredited Accommodation, Meals and Transportation of Resource Speakers (from the pool of Speakers of DOT – OIMD) and DOT Facilitator
- DOT Accredited Venue with Meals (AM Snacks, Lunch, PM Snacks)
 1. 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
 2. Registration table should be near the entrance of the function venue.
 3. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 4. One table near the stage are shall be reserved for the speakers. should be near the table for the laptop computer.
 5. Classroom set-up (Social Distancing must be observed).
 6. Aisles should be available in the middle and two sides.
 7. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads.
- Honorarium of Resource Speakers
- Training Module Development and Training Facilitation
- Courier/Freight Expenses for Collateral Materials, Certificates and First Aid Kits
- **Training Kit** : Notebook, Ballpen, ID, Lanyard and Ecobag with DOT MIMAROPA logo

- Report Generation / Photo Documentation / Attendance Monitoring
- Distribution of First Aid Kits to participants
- Backdrop Tarpaulin 4 sq. ft x 11 sq. ft and 8 ft x 11 ft. (2 pieces)
- Communication Expenses

TRAINING NO. 2: TRAINING ON HOTEL OPERATIONS 101

- Beneficiary: Livelihood Association of Stakeholders Atbp. of Port Barton, Inc. (LASAP)
- Location: **Port Barton, San Vicente, Palawan**
- Number of Training Days: 3 days
- Number of Participants: 45 pax
- Target Date: **October 17 - 19, 2022**

Deliverables:

- DOT Accredited Accommodation, Meals and Transportation of Resource Speakers (from the pool of Speakers of DOT – OIMD) and DOT Facilitator
- DOT Accredited Venue with Meals (AM Snacks, Lunch, PM Snacks)
 1. 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
 2. Registration table should be near the entrance of the function venue.
 3. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 4. One table near the stage are shall be reserved for the speakers. should be near the table for the laptop computer.
 5. Classroom set-up (Social Distancing must be observed).
 6. Aisles should be available in the middle and two sides.
 7. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads.
- Honorarium of Resource Speakers
- Training Module Development and Training Facilitation
- Courier/Freight Expenses for Collateral Materials, Certificates and First Aid Kits

- **Training Kit** : Notebook, Ballpen, ID, Lanyard and Ecobag with DOT MIMAROPA logo
- Report Generation / Photo Documentation / Attendance Monitoring
- Distribution of First Aid Kits to participants
- Backdrop Tarpaulin 4 sq. ft x 11 sq. ft and 8 ft x 11 ft. (2 pieces)
- Communication Expenses

TRAINING NO. 3 TRAINING ON BASIC HOUSEKEEPING

- Beneficiary: Araceli Accommodation Association
- Location: **Araceli, Palawan (Absence of DOT Accredited Tourism Establishments as of 2022)**
- Number of Training Days: 3 days
- Number of Participants: 15 pax
- Target Date: **October 20 - 22, 2022**

Deliverables:

- Accommodation, Meals and Transportation of Resource Speakers (from the pool of Speakers of DOT – OIMD) and DOT Facilitator
- Venue with Meals (AM Snacks, Lunch, PM Snacks)
 1. 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
 2. Registration table should be near the entrance of the function venue.
 3. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
 4. One table near the stage are shall be reserved for the speakers. should be near the table for the laptop computer.
 5. Classroom set-up (Social Distancing must be observed).
 6. Aisles should be available in the middle and two sides.
 7. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads.
- Honorarium of Resource Speakers
- Training Module Development and Training Facilitation
- Courier/Freight Expenses for Collateral Materials, Certificates and First Aid Kits

- **Training Kit** : Notebook, Ballpen, ID, Lanyard and Ecobag with DOT MIMAROPA logo
- Report Generation / Photo Documentation / Attendance Monitoring
- Distribution of First Aid Kits to participants
- Backdrop Tarpaulin 4 sq. ft x 11 sq. ft and 8 ft x 11 ft. (2 pieces)
- Communication Expenses

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the conduct of the activity is **NINE HUNDRED SEVENTY THOUSAND PESOS (PHP 970,000.00)**, 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.

Non-submission of the **last bullet mentioned in Roman Numeral III under the MINIMUM REQUIREMENTS OF TRAINING/SERVICE PROVIDERS FOR PURPOSE OF VALIDATION** shall be ground for disqualification of bid.

VIII. PROJECT OFFICER/CONTACT PERSON

CECIL V. ARANTON

Chief Tourism Operations Officer

Tourism Regulation Division

DOT-MIMAROPA

Mobile Phone Number : 0917-5866513

Email: tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph