

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM REGULATION DIVISION**

TERMS OF REFERENCE
(Training Service Provider)

**CAPACITY BUILDING TRAININGS FOR LOCAL TOURISM OFFICERS OF THE
MIMAROPA REGION**

I. TOURISM RELATED SKILLS PROGRAMS FOR LOCAL TOURISM OFFICERS IN THE MIMAROPA REGION

- Capacity Building Workshop for Local Tourism Officers on Strengthening Competencies and Updating on Current Issues in Tourism
- Protocol and Social Graces Training

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to provide capacity building trainings for the Tourism Officers of the Provinces of Mindoro Occidental, Mindoro Oriental, Marinduque, Romblon and Palawan and the Cities of Puerto Princesa and Calapan. These trainings will enable the participants to further enhance their knowledge and clarify their roles as tourism officers as well as respond to the changes brought about by the Covid-19 Pandemic and the different skill set and knowledge needed to perform the tasks as tourism officers in the MIMAROPA Region.

These trainings will strengthen competencies of the participants as well as prepare them for high-level meetings and events in their respective localities. In addition, this will capacitate the participants to confidently assist VIPs and dignitaries that will visit their various tourism destinations.

III. 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
- Latest Annual Income Tax Return
- Submission of Titles, Topics, Objectives of Trainings; and Profiles and Accomplishments of the Resource Persons upon closing of PHILGEPs posting for interested bidders

IV. TECHNICAL DESCRIPTION / SPECIFICATIONS

Duly Licensed Training Provider should be able to provide the following:

- Two (2) modules for two days for each module with eight (8) hours per day of face-to-face training;
- Program Development – curriculum relevant to industry needs and standards;
- Must have had Trainer experience with LGUs or NGAs;
- Must have conducted seminars around the country;
- Must have worked with DOT or affiliate agencies;

- Engagement of Industry Experts as Resource Speakers;
- Transportation of Resource Speakers and support staff to and from the venue.
- Coordination with event venue on training requirements and set up;
- Must produce Infographics and Invitations for the two (2) modules
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the End-user ;
- Provide Host and Moderator during the training;
- Issuance of Certificates of Participation;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation and Post-activity Report;
- Must be residing in Metro Manila; and
- Must be able to provide the requirements on **send bill arrangement**

V. PROPOSED TRAINING MODULES

1. CAPACITY BUILDING WORKSHOP FOR LOCAL TOURISM OFFICERS ON STRENGTHENING COMPETENCIES AND UPDATING ON CURRENT ISSUES IN TOURISM

- Target Participants: Provincial, City and Municipal Tourism Officers of the MIMAROPA Region
- Training Location: **Metro Manila**
- Number of Training Days: 2 days
- Number of Participants: 60 pax
- Target Date: **December 5 - 6, 2022**

OBJECTIVE

- To provide participants with the knowledge and skills to properly and effectively perform their tasks and responsibilities as Tourism officers. This module will also discuss relevant issuance and Supreme Court rulings that affect the different tourism offices and their functions.

2. PROTOCOL AND SOCIAL GRACES TRAINING

- Target Participants: Provincial, City and Municipal Tourism Officers of the MIMAROPA Region
- Training Location: **Metro Manila**
- Number of Training Days: 2 days
- Number of Participants: 60 pax
- Target Date: **December 7 - 8, 2022**

OBJECTIVE

- To provide participants with the knowledge and skills to strengthen competencies as well as prepare them for high-level meetings and events in their respective localities. In addition, this will capacitate the participants to confidently assist VIPs and dignitaries that will visit their various tourism destinations

3. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the conduct of the activity is **THREE HUNDRED TWENTY THOUSAND PESOS (PHP 320,000.00)**, 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 DOCUMENTARY REQUIREMENTS OF TRAINING/SERVICE PROVIDERS FOR PURPOSE OF VALIDATION** shall be ground for disqualification of bid.

4. 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.
- Payment of the supplier will be dependent on the issuance of the Notice of Transfer of Allocation (NTA) for the said project.

5. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the submission of titles, topics, objectives of the training; and Profiles and Accomplishments of the Resource Persons.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and above-mentioned over-all compliance as approved by the **DOT-MIMAROPA END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-MIMAROPA END USER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to others the approved modules listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

VI. PROJECT OFFICER/CONTACT PERSON

CECIL V. ARANTON

Chief Tourism Operations Officer

Tourism Regulation Division

DOT-MIMAROPA

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