

## TERMS OF REFERENCE

### TOURISM INDUSTRY SKILLS TRAINING PROGRAM (TISP AID) FOR TYPHOON ODETTE BENEFICIARIES IN THE PROVINCE OF PALAWAN

#### I. MODULES

- Modified Basic Life Support for Sabang Sea Ferry Multi-Purpose Cooperative (SSFMPC)
- Modified Basic Life Support for Honda Bay Boatowners Association Incorporated (HOBBAI)
- Fun and Meaningful Travel Experience Thru Commentary Development: A Tour Guide's Approach for Sabang Mangrove Paddle Boat Tour Guide

#### 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 for easier coordination**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

#### IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

#### V. SCOPE OF WORK/SPECIFICATIONS

##### **TRAINING NO. 1: MODIFIED BASIC LIFE SUPPORT TRAINING** **(BASIC LIFE SUPPORT TRAINING)**

- Beneficiary: Sabang Sea Ferry Multi-Purpose Cooperative (SSFMPC)
- Location: Sabang, Puerto Princesa City
- Number of Training Days: 3 days
- Number of Participants: 45 pax
- Target Date: October 10 – 12, 2022

##### **Deliverables:**

##### **A. Airfare for DOT Facilitator**

*October 9, 2022 – Manila to Puerto Princesa*

*October 16, 2022 – Puerto Princesa to Manila*

- B. Accommodation with Airport Transfers and Daily Breakfast for DOT Facilitator**  
*Check-in: October 9, 2022*  
*Check-out: October 16, 2022*
- C. Van hire (2 units) for Instructors and DOT Facilitator from Accommodation to Venue and Back**  
*October 10-12, 2022*
- D. DOT Accredited Venue with Meals (AM Snacks, Lunch, PM Snacks)**  
*October 10-12, 2022*
- 1. Meals**
    - Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
    - Managed Buffet Lunch 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** shall be reserved for the speakers and 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**
- E. Courier / Freight Expenses for Collaterals Materials, Certificates and First Aid Kits**
- F. Notebook, Ballpen, ID, Lanyard and Tote bag with DOT MIMAROPA Logo**
- G. Backdrop and Welcome Tarpaulin**
- H. Printing requirements and collaterals of CHO**

**TRAINING NO. 2: MODIFIED BASIC LIFE SUPPORT TRAINING**  
**(BASIC LIFE SUPPORT TRAINING)**

- Beneficiary: Honda Bay Boatowners Association Incorporated (HOBBAI)
- Location: Puerto Princesa City town proper
- Number of Training Days: 3 days
- Number of Participants: 45 pax
- Target Date: October 13 – 15, 2022

**Deliverables:**

- A. Bus hire (1 unit)** for Participants from Honda Bay to Venue and Back  
*(October 13-15, 2022)*
- B. Van hire (2 units)** for Instructors and DOT Facilitator from Accommodation / City Health Office to Venue and Back  
*(October 13-15, 2022)*
- C. DOT Accredited Venue with Meals** (AM Snacks, Lunch, PM Snacks)  
*October 13-15, 2022*

1. **Meals**
    - Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
    - Managed Buffet Lunch 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 and should be near the table for the laptop computer.
  5. **Classroom set-up** (Social Distancing must be observed).
- B. Aisles** should be available in the middle and two sides.
- C.** Must have available **stage, podium, laptop, microphones / PA system, projection screen, LCD projector**
- D. Training Kits:** Notebook, Ballpen, ID, Lanyard and Tote bag with DOT MIMAROPA Logo
- E. Backdrop and Welcome Tarpaulin**
- F. Printing requirements** and collaterals of CHO

**TRAINING NO. 3: FUN AND MEANINGFUL TRAVEL EXPERIENCE THRU COMMENTARY DEVELOPMENT: A TOUR GUIDE'S APPROACH**

- Beneficiary: Sabang Mangrove Paddle Boat Tour Guide
- Location: Puerto Princesa City
- Number of Training Days: 3 days
- Number of Participants: 35 pax
- Target Date: October 19 – 21, 2022

**Deliverables:**

- A. Airfare for DOT Facilitator and Speaker (2 pax)**  
*October 18, 2022 – Manila to Puerto Princesa*  
*October 22, 2022 – Puerto Princesa to Manila*
- B. Accommodation with Airport Transfers and Daily Breakfast (2 pax)**  
*Check-in: October 18, 2022*  
*Check-out: October 22, 2022*
- C. Van hire (1 unit) for Speaker and DOT Facilitator** going to Venue  
*October 19-21, 2022*
- D. DOT Accredited Venue with Meals** (AM Snacks, Lunch, PM Snacks)  
*October 19-21, 2022*
  1. **Meals**
    - Plated AM/PM Snacks with 1 round of drinks (iced tea or soft drinks)
    - Managed Buffet Lunch 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 and 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**

**E. Outside Meals (DOT Facilitator and Speaker)**

October 18, 2022 – Breakfast, Lunch and Dinner  
 October 19-21, 2022 – Dinner  
 October 22, 2022 – Lunch

**F. Training Kits: Notebook, Ballpen, ID, Lanyard and Tote bag with DOT MIMAROPA Logo**

**G. Backdrop and Welcome Tarpaulin**

**H. Printing requirements and collaterals**

**VI. APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the conduct of the activity is **SEVEN HUNDRED FIFTY-ONE THOUSAND TWO HUNDRED PESOS (PHP 751,200.00)**, 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.

**VII. PROJECT OFFICER/CONTACT PERSON**

**CECIL V. ARANTON**

Chief Tourism Operations Officer  
 Tourism Regulation Division  
 DOT – MIMAROPA

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