

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT) TOURISM MICRO RETAIL: BEADWORKS AND LEI MAKING**

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA

Date / Location : April 24-28, 2023 – Municipality of Pola, Mindoro Oriental

### II. PROJECT RATIONALE AND OBJECTIVES

1. To help provide alternative livelihood through provision of series of trainings that can possibly sustain the income of affected families
2. Boost the confidence of affected tourism works in regaining the tourism industry in Oriental Mindoro
3. Equipped the members of CBSTOs the individual skills that will further enhance their skills as a tourism worker
4. To promote the other tourism products that Oriental Mindoro can offer despite the Oil Spill incidence

### 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 **Manila or MIMAROPA**
- 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

#### A. Transportation

##### 1. One (1) Van Hire

- ✚ **Guests: DOT Facilitator and FBSE Resource Speaker**  
April 24, 2023 – DOT Makati to Batangas Port  
April 28, 2023 – Batangas Port to DOT Makati

##### 2. Boat Fare

- ✚ **Guests: DOT Facilitator and FBSE Resource Speaker**  
April 24, 2023 – Batangas Port to Calapan Port  
April 28, 2023 – Calapan Port to Batangas Port

##### 3. One (1) Van Hire in Mindoro Oriental

- ✚ **Guests: DOT Facilitator and FBSE Resource Speaker**  
April 24, 2023 – Calapan Port to Accommodation near Municipality of Pola  
April 28, 2023 – Accommodation near Municipality of Pola to Calapan Port

- ✚ **Guests: FBSE Resource Speaker & Staff**  
April 26, 2023 – Venue at Pola going to Venue at Gloria

- ✚ **Guests: Local Beadworks Speaker (5 pax)**  
April 24, 2023 – Mansalay (Residence) to Venue at Pola  
April 28, 2023 – Venue at Pola to Mansalay (Residence)

- ✚ **Guests: (6) Local Beadworks Speakers and DOT Facilitator**  
April 24 to 27, 2023 – Accommodation to Venue at Pola

#### **B. Accommodation with Daily Breakfast**

- One Single Occupancy Room for DOT Facilitator  
Accommodation near Municipality of Pola  
Check-in: April 24, 2023  
Check-out: April 28, 2023
- One Room good for 5 pax for Local Beadworks Speakers  
Check-in: April 24, 2023  
Check-out: April 28, 2023
- One Single Occupancy Room for FBSE Speaker  
Check-in: April 25, 2023  
Check-out: April 27, 2023
- One Double Occupancy Room for OIMD Staff and FBSE Speaker  
Check-in: April 25, 2023  
Check-out: April 26, 2023

#### **C. Meals**

1. AM/PM Snack and Lunch with Bottled Water for the Training proper  
Number of Pax: 110 pax  
Date of Training: April 24-27, 2023
2. Outside Meals  
April 24, 2023 – Breakfast, Lunch and Dinner for 4 pax (Local Speaker and Facilitator)  
April 25, 2023 – Dinner for 9 pax (Local Speaker and Facilitator)  
April 26, 2023 – Breakfast and Lunch 5 pax (FBSE Speakers)  
April 26, 2023 – Dinner for 7 pax (Local Speaker, FBSE Speaker and Facilitator)  
April 27, 2023 – Dinner for 6 pax (FBSE Speaker and Facilitator)  
April 28, 2023 – Lunch and Dinner for 4 pax (FBSE Speaker and Facilitator)

#### **D. Start-Up Kit**

- ✓ Raw materials for beadworks and lei making particularly Nylon Cords, Beading Wires and different kinds of wooden and plastic beads

#### **E. Training Supplies**

Number of Sets: 100 sets

- ✓ Nylon Cords, Plier Nose, Beading Wires, Compartments, Folding Scissors, Plastic Beads, Wooden Beads and lock.

#### **F. Miscellaneous Fees**

1. Tarpaulin printing
2. Honorarium for Local Speakers
3. Contingency Fund

### **VI. APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the conduct of the activity is **FIVE HUNDRED FORTY-FIVE THOUSAND EIGHT HUNDRED FORTY PESOS (PHP 545,840.00)**, 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**

MA. EDNELLIZA C. BALAGTAS

Tourism Operations Officer I

Tourism Regulation Division

DOT – MIMAROPA

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