

TERMS OF REFERENCE

I. PROJECT TITLE

BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT) FOOD TOURISM: KULINARYA TRAINING

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA

Date / Location : April 24-27, 2023 – Municipality of Pinamalayan, 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 and/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 in Manila

- ✚ **Guests: One DOT Facilitator, One Staff, Two (2) Resource Speaker, and Two (2) FBSE Speakers**

April 24, 2023 – Makati to Batangas Port

April 28, 2023 – Batangas Port to Makati

2. Boat Fare

- ✚ **Guests: One DOT Facilitator, One Staff, Two (2) Resource Speaker, and Two (2) FBSE Speakers**

April 24, 2023 – Batangas Port to Calapan Port

- ✚ **Guests: One DOT Facilitator and Two (2) Resource Speaker**

April 28, 2023 – Calapan Port to Batangas Port

3. One (1) Van Transfers

✚ **Guests: DOT Facilitator, Staff, Resource Speaker, and FBSE Speakers**

April 24, 2023 – Calapan Port to Accommodation at Pinamalayan

April 28, 2023 – Accommodation to Calapan Port

✚ **Guests: FBSE Speaker and staff**

April 25, 2023 – Venue at Pinamalayan to Venue at Pola

4. One (1) Van Hire in Mindoro Oriental

✚ **Guests: DOT Facilitator and Resource Speakers**

April 25 to 27, 2023 – Accommodation to Venue at Pinamalayan

B. Accommodation with Daily Breakfast

- Three (3) Single Occupancy for FBSE Speakers and OIMD Staff
Check-in: April 24, 2023
Check-out: April 25, 2023
- One (1) Single Occupancy for DOT Facilitator
Check-in: April 24, 2023
Check-out: April 28, 2023
- One (2) Double Occupancy for Resource Speakers
Check-in: April 24, 2023
Check-out: April 28, 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 6 pax (Resource Speakers and Facilitators)
April 25, 2023 – Breakfast and Lunch for 6 pax (FBSE Speaker)
April 25 to 27, 2023 – Dinner for 3 pax (Resource Speakers and Facilitator)
April 28, 2023 – Lunch and Dinner for 3 pax (Resource Speaker and Facilitator)

D. Start-Up Kit

Number of Sets: 100 sets

- ✓ Kitchen and Cooking materials such as apron, measuring cups, chopping board, weighing scale, food tongs.

E. Training Supplies

Number of Sets: 20 sets

- ✓ Apron (10 pcs), Colored Towel, Hairnet (10 pcs.), Plastic Gloves (1 box), Hand Tissue, Manila Paper, Measuring Cups, Chopping Board, Weighing Scale, Food Tongs, Kitchen Knife, Meat (will depend on the speaker which kind).

F. Miscellaneous Fees

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

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **FOUR HUNDRED SIXTY-EIGHT THOUSAND EIGHT HUNDRED PESOS (PHP 468,800.00)**, 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

CHARLOTTE MONIQUE B. GUERRERO

Tourism Operations Officer I

Tourism Regulation Division

DOT – MIMAROPA

Mobile Phone Number: 0966-910-0379

Email: dot4bonline@gmail.com/ cbguerrero@tourism.gov.ph