

TERMS OF REFERENCE

I. PROJECT TITLE

BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT) BASIC HAIRCUTTING TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date / Location : Batch 1- Bulalacao and Mansalay, Oriental Mindoro
(May 16 - 19, 2023)

II. PROJECT RATIONALE AND OBJECTIVES

The training program aims to provide strong technical skills that will allow participants to start a new, exciting career as a hairstylist with confidence and competence. This will also let participants learn the winning hair-cutting techniques for a satisfying and rewarding career that will open a world of possibilities.

Target beneficiaries of this program are Tourism stakeholders, particularly Community-Based Tourism Organizations (CBTOs) and other tourism workers affected by the Oil Spill incident. Each beneficiary will be able to learn principles and techniques for hair cutting and will be provided with a starter kit to ensure that each participant could immediately engage in productive and self-employment or entrepreneurial activities upon completion of the training.

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, CALABARZON and/or Mindoro Oriental**
- 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. Van Hire (Outside Mindoro)

- **1 unit van for Guests: 2 DOT personnel (Region & OIMD)**
May 15 – Makati to Batangas Port
May 20 – Batangas Port to Makati
- **1 unit van transfers for Guest: 2 Resource Speakers (Filipino Brand of Service)**
May 17 – Antipolo, Rizal to San Pablo, Laguna to Batangas Port
- **1 unit van transfers for Guest: DOT MIMAROPA Staff and Resource Speakers (3 pax)**
May 20 – Batangas Port to San Pablo, Laguna to Antipolo, Rizal

2. Boat Fares (Fastcraft including terminal fees)

- **Guest: 2 DOT personnel (Regional Office)**
May 15 - Batangas Port to Calapan Port
- **Guest: 2 Resource Speaker (Filipino Brand of Service)**
May 17 - Batangas Port to Calapan Port
May 21 – Calapan Port to Batangas Port
- **Guest: 3 DOT Personnel and Resource Speaker (Filipino Brand of Service)**
May 20 – Calapan Port to Batangas Port

3. Van Hire (within Oriental Mindoro)

- **1 unit van for Guests: 2 DOT, 5 Res. Speakers and Assistants: (Basic Hair Cutting)**
May 15, 2023 – Calapan Port to Training Venue
May 16 – 19 – Bulalacao / Mansalay / Calapan
May 20, 2023 – Training Venue to Calapan Port
- **1 unit van for Guest: 1 Resource Speaker :(Filipino Brand of Service)**
May 19, 2023 – Calapan Port to Training Venue

B. ACCOMMODATION (with Breakfast)

1. Accommodation for 1 DOT personnel with Breakfast (within Oriental Mindoro)

- One (1) Single Occupancy:
Check-in: May 15, 2023
Check-out: May 20, 2023

2. Accommodation for 5 Resource Speakers and Assistants with Breakfast (within Oriental Mindoro)

(Basic Hair Cutting):

- **Five (5) Single / Twin Occupancy:**
Check-in: May 15, 2023

Check-out: May 20, 2023

(Filipino Brand of Service):

➤ **Two (2) Single Occupancy:**

Check-in: May 17, 2023

Check-out: May 20, 2023

C. MEALS

- **(100 Participants, 2-DOT, 6 Res. Speakers) = 108 pax**
May 16-19, 2023 – Lunch and AM/PM Snacks x 108 pax @ 4 days
- **Outside Meals (2 DOT and 6 Resource Speakers)**
 - May 15 – Breakfast, Lunch and Dinner (7 pax)
 - May 16 –Dinner (7 pax)
 - May 17 –Dinner (8 pax)
 - May 18– Dinner (8 pax)
 - May 19 - Lunch (8 pax)
 - May 20 - Lunch (8 pax)

D. Start-Up Kits:

➤ **Haircutting scissors and haircutting equipment:**

Inclusions:

- 2 pcs Hairdresser Scissors Set : (Straight, and Hair Thinning Scissors) upgraded stainless steel shears made of premium quality stainless steel, the hair scissors are sharp, heat and corrosion resistant, rust resistant
- 4 Hair Clips
- 2 Hair Brush and Comb
- 1 Hair Cleaning/dusting Brush
- 1 spray bottle
- 1 Durable Hair Cutting Cape with adjustable closure-can fit varying neck size.
- 1 powder
- 1 Razor (Manual)/ “Labaha”
- 1 blade
- 1 Razor (electric)
- 1 customized eco bag

Participants kits: 100 sets

- **Demo kits: (same package inclusion) 10 sets**

Total Start Up kits including Demo Kits: 110 sets

E. Miscellaneous:

- **Tarpaulin Printing**
- **Training materials/supplies:**
 - ID holder and Lace
 - Notebook and pen
 - Certificate sheets
- **Contingency Fund**
- **Communication Expense**

VI. APPROVED BUDGET FOR THE CONTRACT

The approved Budget for the conduct of the activity is **FIVE HUNDRED SEVEN THOUSAND FIVE HUNDRED PESOS (Php 507,500.00)**, 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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