

TERMS OF REFERENCE

I. PROJECT TITLE

BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT) HEALTH AND WELLNESS: HILOT TRAINING

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA

Date / Location: May 15 to 20, 2023 – Bulalacao, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

1. To help provide alternative livelihood through provision of series of trainings to alleviate the current situation
2. Boost the confidence of affected tourism workers in regaining the tourism industry in Oriental Mindoro
3. Equipped the members of CBSTOs the individual skills that will further enhance their services as a tourism worker
4. To pursue sustainable livelihood programs towards attaining economic stability

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 &/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

All bid documents shall be submitted to: dot4b.bacsecretariat@gmail.com

V. SCOPE OF WORK/SPECIFICATIONS

A. Transportation

A.1 Van Rental

One (1) unit of air-conditioned van (at least 12-seater) with stored supplies of face mask, alcohol and first aid kit to conform for the following dates:

- ✚ May 15, 2023: DOT Office to Batangas Port (DOT MIMAROPA Staff and Resource Speakers)
- ✚ May 20, 2023: Batangas Port to DOT Office (DOT MIMAROPA Staff and Resource Speakers)
- ✚ May 15 & 20, 2023: Tagaytay City to Batangas Port and vv (Resource Speakers)
- ✚ May 15 to 20, 2023: Within Oriental Mindoro (Calapan to Bulalacao and vv)

A.2 Boat Fare and Terminal Fee

Should be able to provide boat transfers with terminal fee with the following dates:

- ✓ Four (4) pax for May 15, 2023: Batangas Port - Calapan Port (DOT MIMAROPA Staff and Resource Speakers)
- ✓ Four (4) pax for May 20, 2023: Calapan Port to Batangas Port (DOT MIMAROPA Staff and Resource Speakers)

B. Meals

Provision of Meals in Bulalacao, Oriental Mindoro for the following dates:

- ✚ On-session meals
May 16 to 19, 2023, four (4) days
AM Snacks, Lunch and PM Snacks good for 100 participants
- ✚ Off-session meals
May 15 to 20, 2023, six (6) days
Breakfast, Lunch, Dinner for four (4) pax (DOT MIMAROPA Staff and Resource Speakers)

C. Use of Conference facility

- ✚ Venue should be able to accommodate a maximum of 100 pax giving due consideration to the minimum health and safety protocols
- ✚ Whole day rental of conference room on May 16-19 located in Bulalacao, Oriental Mindoro
- ✚ Venue should be able to provide basic sound system, PA system with free use of LCD projector and extension cords

D. Accommodation

- ✚ Must be DOT-Accredited Accommodation Establishment in Bulalacao, Oriental Mindoro
- ✚ Must provide single or twin occupancy room accommodation for May 15-20, 2023 5D4N (4 pax)
- ✚ Must have a stable WIFI connection
- ✚ Must have a 24-Hour Security
- ✚ Must have an In-house restaurant

E. Training Materials

Shall be able to provide training materials good for 100 pax on May 16, 2023:

1. 100pcs notebook (50pages) with ballpen
2. ID and ID Holder
3. 20pcs Face and Body Towel
4. 20pcs. Essential Oi/Massage Oil (VCO)
5. 20. Pcs of 50ml body scrub
6. Availability of Hot Water

F. Start-up Kit

Shall be able to provide training materials good for 100 pax on May 19, 2023:

1. 100pcs. Face and Body Towel (White color)
2. 100pcs. Essential Oil/Massage Oil (VCO in 100ml)
3. 100pcs. Body Scrub (50ml)
4. 100pcs. Sarong
5. Customized Eco bag

G. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **FOUR HUNDRED NINETY-FIVE THOUSAND SEVEN HUNDRED FORTY PESOS (₱495,740.00)** inclusive of all government taxes and charges. The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

H. PAYMENT SCHEMES

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.

VI. CONTACT PERSON

JAY S. DE GUZMAN

Tourism Development Division, DOT MIMAROPA
(02) 459-5200 loc. 119
0917-1378529