

## 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 : Pinamalayan, Oriental Mindoro – June 6 – 9, 2023  
Roxas, Oriental Mindoro – June 13 – 16, 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

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

## **V. SCOPE OF WORK/SPECIFICATIONS**

### **A. TRANSPORTATION**

#### **1. Van Hire (Outside Mindoro)**

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

- June 8 and 16, 2023 – Batangas Port to Quezon City and Antipolo, Rizal (FBSE Resource Speakers)
- June 9 and 17, 2023 – Batangas Port to DOT Makati (DOT MIMAROPA Staff)
- June 5 to 9, 2023 – Within Oriental Mindoro (Calapan to Pinamalayan and v.v.)
- June 13 to 17, 2023 – Within Oriental Mindoro (Calapan to Roxas and v.v.)

#### **2. Boat Fares (Fastcraft including terminal fees)**

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

- June 5 and 13, 2023 – Batangas Port to Calapan Port (DOT MIMAROPA Staff)
- June 8 and 16, 2023 – Calapan Port to Batangas Port (FBSE Resource Speakers)
- June 9 and 17, 2023 – Calapan Port to Batangas Port (DOT MIMAROPA Staff)

### **B. MEALS**

Provision of Meals for the following dates:

- On-session meals
  1. June 6 to 9, 2023, four (4) days in **Pinamalayan, Oriental Mindoro**  
AM Snacks, Lunch and PM Snacks good for 108 participants
  2. June 13 to 16, 2023, four (4) days in **Roxas, Oriental Mindoro**  
AM Snacks, Lunch and PM Snacks good for 108 participants
- Off-session meals
  1. June 5, 2023

Breakfast, Lunch and Dinner for six (6) pax (DOT MIMAROPA Staff and Haircutting trainers)

2. June 6 to 9, 2023 – four (4) days in **Pinamalayan, Oriental Mindoro**  
Dinner for six (6) pax (DOT MIMAROPA Staff and Haircutting trainers)
3. June 7 to 8, 2023 – two (2) days in **Pinamalayan, Oriental Mindoro**  
Dinner for two (2) pax (FBSE Resource Speakers)
4. June 13, 2023  
Breakfast, Lunch and Dinner for six (6) pax (DOT MIMAROPA Staff and Haircutting trainers)
5. June 14 to 16, 2023 – three (3) days in **Roxas, Oriental Mindoro**  
Dinner for six (6) pax (DOT MIMAROPA Staff and Haircutting trainers)
6. June 15 to 16, 2023 – two (2) days in **Roxas, Oriental Mindoro**  
Dinner for two (2) pax (FBSE Resource Speakers)

#### **C. ACCOMMODATION (WITH BREAKFAST)**

- Must provide single or twin occupancy room accommodation in **Pinamalayan, Oriental Mindoro** for June 5-9, 2023 5D4N for six (6) pax
- Must provide single room accommodation in **Pinamalayan, Oriental Mindoro** for June 6-8, 2023 3D2N for two (2) pax
- Must provide single or twin occupancy room accommodation in **Roxas, Oriental Mindoro** for June 13 - 17, 2023 5D4N for six (6) pax
- Must provide single room accommodation in **Roxas, Oriental Mindoro** for June 14 - 16, 2023 3D2N for two (2) pax
- Must be DOT-Accredited Accommodation Establishment in Pinamalayan and Roxas, Oriental Mindoro
- Must have a stable WIFI connection

#### **D. TRAINING VENUE**

- 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 training venue on **June 6-9, 2023** located in **Pinamalayan, Oriental Mindoro**

- Whole day rental of training venue on **June 13-16, 2023** located in **Roxas, Oriental Mindoro**
- Venue should be able to provide basic sound system, PA system, microphone with free use of LCD projector and extension cords

#### **E. 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: 200 sets**

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

##### **Total Start Up kits including Demo Kits: 210 sets**

#### **F. Honorariums for Local Resource Speakers:**

##### **Basic Haircutting Trainers**

Php 800.00/hr x 20 hours (3 days) x 5 pax x 2 runs (Pinamalayan and Roxas, Oriental Mindoro)

#### **G. Miscellaneous:**

- **Tarpaulin Printing** (for two runs of training)
- **Training materials/supplies:**
  - ID holder and Lace (200 pcs)
  - Notebook and pen (200 pcs)
  - Certificate sheets – 180gsm / A4size / White (200 sheets)
- **Contingency Fund**

➤ **Communication Expense**

**VI. APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the conduct of the activity is **NINE HUNDRED FIFTY SEVEN THOUSAND ONE HUNDRED TWENTY PESOS (Php957,120.00)**, 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. 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.

**VIII. PROJECT OFFICER/CONTACT PERSON**

**CECIL V. ARANTON**

Chief Tourism Operations Officer

Tourism Regulation Division - DOT MIMAROPA

Mobile Phone Number: 0917-5866513

Email: [tisp.dot4b@gmail.com](mailto:tisp.dot4b@gmail.com) / [dot4b.training@tourism.gov.ph](mailto:dot4b.training@tourism.gov.ph)