

TERMS OF REFERENCE

I. PROJECT TITLE

ONE MIND, ONE BODY TRAINING

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA

Date / Location: June 13-17, 2023 – Mansalay, Oriental Mindoro
June 19-23, 2023- Gloria, Orienta 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:

- ✚ June 13 & 19, 2023: DOT Office to Batangas Port (DOT MIMAROPA Staff and FBSE Speakers)
- ✚ June 13 & 19, 2023: Antipolo to Batangas Port (Resource Speakers)
- ✚ June 13 & 19, 2023: Nurture Wellness Village to Batangas Port (Hilot Trainers)
- ✚ June 13-17, 2023 & June 19-23, 2023 Within Oriental Mindoro
- ✚ June 17- 23, 2023: Batangas Port to Nurture Wellness Village
- ✚ June 23, 2023: Batangas Port to DOT Makati Office

A.2 Boat Fare and Terminal Fee

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

- ✓ Six (6) pax for June 13 & 19, 2023: Batangas Port - Calapan Port (DOT MIMAROPA Staff and Resource Speakers)
- ✓ Four (4) pax for June 17 & 23, 2023: Calapan Port to Batangas Port (DOT MIMAROPA Staff and Resource Speakers)

B. Meals

Provision of Meals in Mansalay and Gloria, Oriental Mindoro for the following dates:

- ✚ On-session meals
 1. June 13-16, 2023, four (4) days
AM Snacks, Lunch and PM Snacks good for 100 participants in Mansalay
 2. June 19-22, 2023, four (4) days
AM Snacks, Lunch and PM Snacks good for 100 participants in Gloria
- ✚ Off-session meals
 1. June 13-15, 2023, three (3) days in Mansalay
Breakfast, Lunch, Dinner for two (2) pax (FBSE Speakers)
 2. June 20-22, 2023, three (3) days in Gloria
Breakfast, Lunch, Dinner for two (2) pax (FBSE Speakers)
 3. June 13-17, 2023, five (5) days in Mansalay
Breakfast, Lunch, Dinner for four (4) pax (DOT MIMAROPA Staff and Hilot trainers)
 4. June 19-23, 2023, five (5) days in Gloria
Breakfast, Lunch, Dinner for four (4) pax (DOT MIMAROPA Staff and Hilot trainers)

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 June 13-16, 2023 located in Mansalay
- ✚ Whole day rental of conference room on June 19-23, 2023 located in Gloria
- ✚ Venue should be able to provide basic sound system, PA system, microphone with free use of LCD projector and extension cords

D. Accommodation

- ✚ Must provide single or twin occupancy room accommodation for June 13-15, 2023 3D2N for two (2) pax in Mansalay
- ✚ Must provide single or twin occupancy room accommodation for June 20-22, 2023 3D2N for two (2) pax in Gloria
- ✚ Must provide single or twin occupancy room accommodation for June 13-17, 2022 5D4N for four (4) pax in Mansalay
- ✚ Must provide single or twin occupancy room accommodation for June 19-23, 2022 5D4N for four (4) pax in Gloria
- ✚ Must be DOT-Accredited Accommodation Establishment in Bulalacao, Oriental Mindoro
- ✚ 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 200 pax on June 13 & 19, 2023:

1. 200pcs notebook (50pages) with ballpen
2. 200pcs. ID and ID Holder
3. 20pcs Face and Body Towel
4. 20pcs. Essential Oil/Massage Oil (VCO)
5. 20pcs Shower Cap
6. 200pcs. Specialty papers for Certificates

F. Start-up Kit

Shall be able to provide training materials good for 200 pax on June 13 & 19, 2023:

1. 200pcs. Face and Body Towel (White color)
2. 200pcs. Essential Oil/Massage Oil (VCO in 100ml)
3. 200pcs. Lotion (100ml)
4. 200pcs. Shower Cap
5. 200pcs. Customized Eco bag

G. Miscellaneous Fee

- ✚ Communication allowance covering the period of June 13-23, 2023

H. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **EIGHT HUNDRED NINETY-SEVEN THOUSAND THREE HUNDRED TWENTY PESOS (P897,320.00)** 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.

I. 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