

## 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 : June 14 to 17 – Municipality of Naujan and June 19 to 22, 2023 – Municipality of San Teodoro, 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 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. One (1) Van Hire in Manila

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

June 13, 2023 – Makati to Batangas Port

June 23, 2023 – Batangas Port to Makati

## 2. Boat Fare

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

June 13, 2023 – Batangas Port to Calapan Port

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

June 23, 2023 – Calapan Port to Batangas Port

## 3. One (1) Van Hire within Mindoro Oriental

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

June 13, 2023 – Calapan Port to Accommodation at Naujan

June 14 to 17, 2023 – Accommodation to Training Venue and Vice Versa

June 16, 2023 – Accommodation to San Teodoro

June 19 to 22, 2023 – Accommodation to Training Venue in San Teodoro and Vice Versa

June 19, 2023 – Accommodation to Calapan City Training Venue

June 23, 2023 – Accommodation to Calapan Port

## B. Accommodation with Daily Breakfast

- One (1) Twin Sharing Room for DOT Facilitators  
Check-in: June 14, 2023  
Check-out: June 23, 2023
- One (1) Twin Sharing Room for Kulinarya Speakers  
Check-in: June 14, 2023  
Check-out: June 23, 2023
- One (1) Twin Sharing Room for FBSE Resource Speakers  
Check-in: June 17, 2023  
Check-out: June 19, 2023

## C. Meals

1. AM/PM Snack and Lunch with Bottled Water for the Training proper  
Number of Pax: 115 pax  
Date of Training: June 14 to 17, 2023 and June 19 to 22, 2023
2. Outside Meals  
June 13, 2023 – Breakfast, Lunch and Dinner for 6 pax (Resource Speakers and Facilitators)  
June 14 to 17, 2023 – Dinner for 4 pax (DOT Facilitators and Kulinarya Speakers)  
June 18, 2023 – Lunch and Dinner for 4 pax  
June 19 to 22, 2023 – Dinner for 4 pax (DOT Facilitators and Kulinarya Speakers)  
June 23, 2023 – Lunch and Dinner for 3 pax (Resource Speaker and Facilitator)

## D. Start-Up Kit

Number of Sets: 220 sets (110 set per training x 2 trainings)

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

## E. Training Supplies

Number of Sets: 50 sets (25 sets per training x 2 trainings)

- ✓ 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. Communication Expense
3. Contingency Fund

**VI. APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the conduct of the activity is **EIGHT HUNDRED THIRTY THREE THOUSAND AND EIGHT HUNDRED PESOS (PHP 833,800.00)**, 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**

MICHAEL JOHN A. NICOLAS

Tourism Operations Officer II

Tourism Regulation Division

DOT – MIMAROPA

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