

## TERMS OF REFERENCE

### I. PROJECT: ASEAN TOOLBOX IMMERSION WORKSHOP

### II. BACKGROUND/PROJECT DESCRIPTION

The ASEAN Toolbox Immersion Workshop is one of the programs conducted by the Department of Tourism, through the Office of Industry Manpower Development, as part of the Philippines' commitment to the ASEAN Programs on Tourism Human Resource Development in promoting and advocating the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP).

Conduct of this training program is included in the Philippines' report to the ASEAN Tourism Professional Monitoring Committee (ATPMC) meetings as part of our accomplishment in reaching out to our tourism industry stakeholders to raise awareness on the ASEAN MRA-TP and in advocating the alignment of the Philippine tourism and hospitality education and training to the Common ASEAN Tourism Curriculum.

- Target Participants : **Maximum of 36 pax comprising of Tourism and Hospitality educators, school officials, and technical-vocational instructors and coordinators including DOT secretariat**
- Date/Period Covered: **October 24-26, 2023** (subject to final confirmation)
- Location/Venue : **Davao City**

### III. PURPOSE/OBJECTIVES

The Office of Industry Manpower Development is in need of the services of service provider in the Philippines engaged in the business of providing training/seminar packages handling or coordinating transportation, accommodation, and events arrangements for such.

The training aims to attain the following objectives:

- 1) Orient the Senior High School supervisors, principals, educators, and technical-vocational trainers on Tourism and Hospitality-related subjects and to familiarize them on the ASEAN Mutual Recognition Arrangement on Tourism Professionals (MRA-TP), ASEAN Common Competency Standards for Tourism Professionals (ACCSTP), Common ASEAN Tourism Curriculum (CATC), and the ASEAN Toolboxes;
- 2) Relate the importance of the Philippine Qualifications Framework (PQF) to the ASEAN framework;
- 3) Discuss the impact of these developments in education, training and careers in the tourism and hospitality sector of the country;
- 4) Enable our tourism educators and trainers to utilize and make of the resources of the ASEAN toolboxes towards a competency-based curriculum and subsequent training plan/syllabus;
- 5) Identify the role of various agencies in implementing the ASEAN MRA-TP in the Philippines;

#### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a Service Provider engaged in transportation, accommodation and events management arrangements
- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
- Must be willing to provide services on a send-bill arrangement.
- Must be flexible to make adjustments in schedules and timelines, if necessary

#### V. SCOPE OF WORK/DELIVERABLES

The following are the services required by the DOT:

##### 1. TRANSPORTATION

###### A. Domestic airline tickets inclusive of 20 kilos baggage allowance for 4 pax and travel insurance (2pax – resource speakers only):

| Flight Itinerary<br>*Flight Details are subject to change                                 | Number of Pax | Intended Passengers                                    |
|---|---------------|--|
| October 24, 2023<br>Manila – Davao City<br>preferably AM flight between 11:00AM to 2:00PM | 4             | ASEAN Masters / Resource Speakers and OIMD Secretariat |
| October 26, 2023<br>Davao City – Manila<br>preferably PM flight between 2:00PM to 5:00PM  | 4             | ASEAN Masters / Resource Speakers and OIMD Secretariat |

###### B. Van Hire (inclusive of driver, gasoline, applicable parking fees)

| Date             | Time      | Purpose  |
|------------------|-----------|--|
| October 24, 2023 | Whole day | • Airport/Land transfers to hotel for 4pax with space for luggage and training materials   |
| October 26, 2023 | Whole day | • Airport/Land transfers from hotel for 4pax with space for luggage and training materials |

- Provision of transportation to training venue and off-session lunch/dinner venues, if necessary.

##### 2. ACCOMMODATION AT A DOT-ACCREDITED HOTEL

###### For Resource Speakers and DOT Personnel - 3 days/2 nights

- Check-in : October 24, 2023
- Check-out: October 26, 2023
- Two (2) Single Rooms for ASEAN Masters
- Two (2) Twin-sharing Rooms for DOT personnel (OIMD and regional training officers)
  - Room accommodation must be inclusive of breakfast

- Room accommodation should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date;
- Each room with bathroom (hot and cold shower) and complimentary Wi-Fi internet service; and
- Inclusion of free access to all facilities and amenities within the hotel/resort.

### 3. MEALS (IN-SESSION AND OFF-SESSION)

- Provision of meals for the following activities:

| Date             | Time                            | No. of Pax | Purpose   |
|------------------|---------------------------------|------------|---|
| October 24, 2023 | Lunch                           | 6          | <ul style="list-style-type: none"> <li>• Lunch upon arrival from the airport of ASEAN Masters and DOT</li> <li>• Inclusive of drinks</li> </ul>   |
|                  | Dinner                          | 6          | <ul style="list-style-type: none"> <li>• Dinner for resource speakers and DOT personnel, preferably in a local restaurant</li> <li>• Inclusive of drinks</li> </ul>   |
| October 25, 2023 | AM Snacks<br>Lunch<br>PM Snacks | 36         | <ul style="list-style-type: none"> <li>• AM and PM Snacks, Buffet Lunch during the conduct of training</li> <li>• Inclusive of drinks for all meals</li> <li>• To be served in the function room/training venue</li> <li>• Separate table and lunch family-style dining set-up for the resource persons and secretariat.</li> </ul> |
|                  | Dinner                          | 6          | <ul style="list-style-type: none"> <li>• Dinner for resource speakers and DOT personnel, preferably in a local restaurant</li> <li>• Inclusive of drinks</li> </ul>   |
| October 26, 2023 | Lunch                           | 6          | <ul style="list-style-type: none"> <li>• Lunch with drinks after hotel check-out of resource speakers and DOT personnel</li> <li>• Preferably in a local restaurant near the airport</li> </ul>   |

#### **4. FUNCTION ROOM /TRAINING VENUE ON OCTOBER 25, 2023**

- One (1) function room, with a capacity of 40pax;
- Preferably in the same or within the vicinity of the accommodation establishment
- Classroom physical set-up; If possible, no visible posts at the middle of the room to block the view of the participants to the stage/presentation area
- Seating arrangement with physical distancing, if possible;
- Provision of 1 table for speakers and 1 table for the secretariat within the function room / training venue
- Fast and stable wi-fi internet service that can accommodate 36 users; and
- Provision of the following audio-visual equipment and technical assistance:
  - LCD Projector and wide screen
  - White board with whiteboard markers
  - Basic sound system
  - Dedicated Technician/Technical Assistant/Banquet staff during the workshop
  - Outlets/extension cords that can accommodate 36 laptops
  - Minimum of 3 wireless microphones; and
  - Free-flowing coffee, tea, hot chocolate and water

#### **5. TRAINING SUPPLIES**

- Provision of training kits inclusive of paper, pens, envelopes, and seminar badges (IDs) with lanyards and alcohol spray for 30pax
- Provision of 1 black ink for inkjet printer (model to be advised) for printing of certificates

#### **6. OTHER DELIVERABLES/INCLUSIONS**

- Provision of dedicated project coordinator from the tour operator

#### **VI. APPROVED BUDGET FOR THE CONTRACT:**

**TWO HUNDRED THIRTY-FOUR THOUSAND FIVE HUNDRED SEVENTY-ONE PESOS AND FORTY-FOUR CENTAVOS (P234,571.44)** inclusive of all applicable government taxes in accordance with government procedure.

**NOTE:** *The winning bid however, 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**

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