



TERMS OF REFERENCE (Tour Operator)

I. PROJECT TITLE:

STRATEGIC PLANNING AND CAPABILITY BUILDING FOR OIMD TRAINING CHAMPIONS

II. BACKGROUND AND PROJECT DESCRIPTION

Teams that are driven by a common purpose and high regards for company and individual values can drive an organization to limitless success. Each member should learn the skills necessary not only to bring value to the group but also to appreciate the value that each member of the team contributes despite of their diversity. The 3-day workshop will explore how bonding as a team to achieve unified purpose can be facilitated by effective communication and mutual support.

The activity will also demonstrate the ability to communicate effectively through learned communication strategies and learn to appreciate the way people contributes uniquely to the group to make them understand that shared purpose is possible amidst diversity.

- Date/Period Covered: **September 28 - 30, 2023**
- No. of Participants: **16 Pax**
- Location: **Coron, Palawan**

III. OBJECTIVES

1. To enable the officers and staff to further develop competencies and skills that can make them more effective;
2. To review internal procedures to improve and speed up the process of work; and
3. To recognize personal value that enhances group interactions.

IV. MINIMUM REQUIREMENT

- Must be a DOT-accredited tourism establishment
- Must be willing to provide services on a send-bill arrangement.
- Must be flexible to make adjustments in schedules, if necessary.

V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

1. ACCOMMODATION

- **Eight (8) Twin-sharing rooms with breakfast**
 - 3 days / 2 nights accommodation
 - *Check-in: September 28, 2023*
 - *Check-out: September 30, 2023*
- **Hotel Transfers from airport to hotel and vise-versa**

2. VENUE AND MEAL REQUIREMENTS

Date/Time	Venue/Function Room	Meal Requirement
September 28, 2023 12:00PM – 8:00PM	<ul style="list-style-type: none"> • One Function Room that can accommodate 20 pax at one time with U-Shaped table set-up. Full-service with the following inclusions: <ul style="list-style-type: none"> ○ Basic sound system ○ LCD projector and screen ○ Extension cords ○ 2-4wired/wireless microphones ○ Free flowing coffee, tea and water stations ○ Complimentary use of wi-fi in the hotel rooms and function rooms for the duration of the event 	<ul style="list-style-type: none"> • Managed Buffet Lunch and Dinner • PM Snacks
September 29, 2023 8:00AM – 2:00PM 4:00PM – 6:00PM	<ul style="list-style-type: none"> ○ Venue for field immersion activities ○ One Function Room that can accommodate 20 pax at one time with U-Shaped table set-up. Full-service with the following inclusions: <ul style="list-style-type: none"> ○ Basic sound system ○ LCD projector and screen ○ Extension cords ○ 2-4wired/wireless Microphones ○ Free flowing coffee, tea and water stations ○ Complimentary use of wi-fi in the hotel rooms and function rooms for the duration of the event 	<ul style="list-style-type: none"> • Managed Buffet Lunch • AM Snacks • Managed Buffet Dinner • PM Snacks
September 30, 2023 8:00AM – 12:00PM	<ul style="list-style-type: none"> • One Function Room that can accommodate 20 pax at one time with U-Shaped table set-up. Full-service with the following inclusions: <ul style="list-style-type: none"> ○ Basic sound system ○ LCD projector and screen ○ Extension cords ○ 2-4wired/wireless Microphones ○ Free flowing coffee, tea and water stations ○ Complimentary use of wi-fi in the hotel rooms and function rooms for the duration of the event 	<ul style="list-style-type: none"> • Managed Buffet Lunch • AM Snacks

3. TRAINING PROVIDER/FACILITATION

- One (1) Facilitator to facilitate the conduct of the three-day activity
- Provide all the activities to be done and materials needed in the activities in close coordination with OIMD.

VI. APPROVED BUDGET COST:

Four Hundred Twelve Thousand Six Hundred Thirty Pesos (Php412,630.00) inclusive of all applicable government taxes in accordance with government procedure.

VII. TERMS OF PAYMENT:

Government Procedure / Send-bill Arrangements

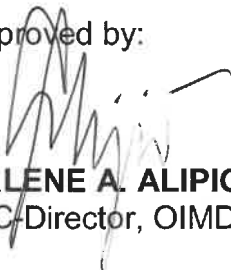
VIII. PROJECT OFFICER/CONTACT PERSON:

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