

TERMS OF REFERENCE

I. PROJECT TITLE

FOOD AND BEVERAGE TRAINING FOR EXCELLENT DINING EXPERIENCE

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : December 13 to 15, 2023

Location : Odiongan, Romblon

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip the participants with knowledge and ability regarding food and beverage service to the tourists and visitors who will visit the said destinations. Likewise, this training will impart learning on the necessary soft skills for a food and beverage staff as well as recognize implications of strategic and tactical planning for customers, personnel and resource management. This training aims to provide livelihood opportunities and enhance resource capability for tourism development in their respective locality.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila or Romblon**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES

A. Transportation

- Grab Fare for Resource Speaker
December 12 – Quezon City to NAIA Terminal 4
December 16 – NAIA Terminal 4 to Quezon City
- Airfare
Passengers:
Mr. Santos Buenvenida / DOB: August 11, 1970
Ms. Ma. Ednelliza Balagtas / DOB: October 2, 1998
December 12 – Manila to Romblon
December 16 – Romblon to Manila
- Van Hire
December 12 – Romblon Airport to Accommodation at Odiongan
December 16 – Accommodation at Odiongan to Romblon Airport

B. Accommodation with Breakfast (must be DOT Accredited)

Guests: 1 Resource Speaker and 1 DOT Facilitator
Check-in: December 12, 2023
Check-out: December 16, 2023
Two (2) Single Occupancy Room

C. Function Venue with Meals (must be DOT Accredited)

Date of Training: December 13 to 15 2023 (8 hours/day)
Number of Participants: 35 pax
Meals: Plated AM/PM Snacks and Lunch with drinks (iced tea or soft drinks)

- Free flowing coffee
- Water Dispenser
- Must have available stage, podium, laptop, microphones / PA system, projection screen and LCD projector

D. Outside Meals for Resource Speaker and DOT Facilitator

December 12 – Breakfast, Lunch and Dinner
December 13 to 15 – Dinner
December 16 – Lunch

E. Supplies and Material

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper
- Training kits for participants

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED EIGHTY – SEVEN THOUSAND TWO HUNDRED SEVENTY – TWO PESOS (Php 187,272.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE

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

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