

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **CAPABILITY BUILDING TRAINING FOR TOURISM FRONTLINERS IN KALAYAAN ISLAND GROUP (PHASE 2)**

#### **(HOMESTAY TRAINING AND KULINARYA / FOOD SANITATION TRAINING)**

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Location : Pag-asa Island, Kalayaan Islands, Palawan

Date of Implementation : December 14 - 22, 2023 (*schedule subject to change*)

### II. PROJECT RATIONALE AND OBJECTIVES

The Department of Tourism will provide a training program that will capacitate the tourism stakeholders and frontliners in Kalayaan Islands, as follows:

- Homestay Program – This training program is envisioned to be a workshop for residential owners in the regions to learn and adopt formal and systematic procedures in accommodation of tourists through a basic course on innkeeping and its other related concepts. This is deemed necessary to equip the homeowners with the basic knowledge in catering to the lodging requirements of tourists. Target participants will be willing residents of Pag-asa Island who have houses that can accommodate guests.
- Kulinarya / Food and Sanitation – In efforts to enhance the skills of various communities engaged in community-based tourism as to improve food service and quality, *Kulinarya* workshops are organized for these stakeholders in coordination with the LGUs. The workshop is envisioned to train community members who will prepare food for the visitors in hygienic yet presentable manner. Target participants will be residents expected to provide meals for visiting guests these include residents who are willing to be part of the homestay program as well as residents who are engaged in food/meal preparations.

### III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must be a **DOT Accredited Tour Operator / Travel and Tour Agency**
- Must **have experience providing training services to DOT and other government agencies**
- Located in **the Province of Palawan**
- Must be willing to provide services on a **send-bill arrangement**
- Price quotation should be denominated in the Philippine Pesos and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days
- 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
- DOT Accreditation Certificate

All bid documents shall be submitted to: [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)

#### V. SCOPE OF WORK/SPECIFICATIONS

##### A. TRANSPORTATION

###### 1. Airfare

- Roundtrip Flight ticket with 20kgs baggage allowance per pax MNL-PPS-MNL for four (4) pax (December 14 and 22, 2023)

###### 2. Van Hire

One (1) unit of air-conditioned van with stored supplies of face mask, alcohol and first aid kit to conform for the following dates:

- December 14 and December 22, 2023 – Puerto Princesa City
- December 15, 2023 – Puerto Princesa City to Buliluyan Port
- December 21, 2023 –Buliluyan Port to Puerto Princesa City

##### B. MEALS

Provision of Meals for the following dates:

- Tourism Stakeholder Training Meals for Homestay Training

December 16 - 20, 2023, five (5) days **in Pag-Asa Island, Kalayaan, Palawan**  
AM Snacks, Lunch and PM Snacks good for 35 participants

- Tourism Stakeholder Training Meals for Kulinarya / Food Sanitation Training

December 16 - 18, 2023, three (3) days **in Pag-Asa Island, Kalayaan, Palawan**  
AM Snacks, Lunch and PM Snacks good for 35 participants

- DOT and Resource Person Meals

Breakfast, Lunch and Dinner with AM and PM Snacks for four (4) pax (DOT MIMAROPA Staff and Resource Speakers) for nine (9) days (December 14 - 22, 2023)

### C. ACCOMMODATION

- Must be DOT-Accredited Accommodation Establishment in Puerto Princesa City with the following details:
- Four (4) single room for 4 pax from December 14 - 15, 2023 and December 21 - 22, 2023
- Must provide accommodation in Pag-Asa Island, Kalayaan from December 16 - 20, 2023 for four (4) pax

### D. TRAINING VENUE

- Two (2) Training Venue should be able to accommodate a maximum of 50 pax each giving due consideration to the minimum health and safety protocols
- Whole day rental of two (2) training venue on **December 16 - 20, 2023** and **December 16 - 18, 2023** respectively located in **Pag-Asa Island, Kalayaan, Palawan**
- Venue should be able to provide basic sound system, PA system, microphone with free use of LCD projector and extension cords

### E. Start Up Kits for Homestay Training:

- **Cleaning Set, Bed Linen and Bathroom Amenities** for thirty (30) Participants
  - 2 pcs Bed Pillows (standard size)
  - Cotton Blanket (queen size)
  - 4 in 1 Bedsheet Set (2 pillowcase, 1 Duvet Cover, 1 Bed sheet)
  - Flat Mop with spinner and bucket
  - Broom and Dustpan Set

### F. Start Up Kits for Kulinarya / Food Safety Training:

- **Kitchen Utensils and Equipment Set** for thirty (30) Participants
  - Set of Kaldero (sizes 1, 2 and 3) and Kawali
  - Kitchen Knife set with Scissors
  - Chopping Board
  - Stainless Steel Kitchen Utensil Tool Set
  - Customized Kitchen apron (Love the Philippines Logo)
  - Small Kitchen Weighing Scale

### G. Miscellaneous:

- **Tarpaulin Printing**
  - 6ft x 8ft - Backdrop Tarpaulin (2 pcs.)
  - 3ft x 8ft - Welcome Tarpaulin (1 pc.)
- **Training materials/supplies:**
  - ID holder and Lace (60 pcs)
  - Notebook and pen (60 pcs)

- Certificate sheets – 180gsm / A4size / White (100 sheets)
- **Communication Expense**

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

The approved Budget for the conduct of the activity is **SIX HUNDRED THIRTY THOUSAND ONE HUNDRED SIX PESOS AND TEN CENTAVOS (630,106.10)**, 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. 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.

## **VIII. PROJECT OFFICER/CONTACT PERSON**

### **JOSEPH GILBERT A. LAZARO**

Senior Tourism Operations Officer

Tourism Regulation Division - DOT MIMAROPA

Mobile Phone Number: 0917-7004347

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