

## DEPARTMENT OF TOURISM – MIMAROPA

### HOUSEKEEPING TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : February 20 to 22, 2024  
Location : San Vicente, Palawan

#### I. PROJECT RATIONALE AND OBJECTIVES

The training program aims to equip the participants with the basic knowledge or skills relating to housekeeping operations and services that can be used by all tourism stakeholders in dealing with their guests, as well as to develop customer handling skills which are important in projecting a professional image.

The municipality of San Vicente was identified as the venue for the event because it is recognized as an emerging tourist destination. Moreover, tourism – related enterprises (TREs) are increasing in number and tourists start to explore the area.

#### II. 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 Palawan**
- D. Must be willing to provide services on a **send bill arrangement**

#### III. 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

#### IV. SCOPE OF WORK / DELIVERABLES

##### A. Transportation

- Grab Fare for Resource Speaker  
February 19, 2024 – Residence to Airport  
February 23, 2024 – Airport to Residence
- Airfare for DOT Staff and Resource Speaker  
February 19, 2024 – Manila to Puerto Princesa City  
February 23, 2024 – Puerto Princesa City to Manila
- Van Hire for DOT Staff and Speaker  
February 19, 2024 – Puerto Princesa to San Vicente  
February 23, 2024 – San Vicente to Puerto Princesa

## B. Accommodation and Meals

- One single occupancy room for DOT Staff
- One single occupancy room for Resource Speaker
- Outside meals for DOT Staff and Resource Speaker  
February 19, 2024 – Breakfast, Lunch and Dinner  
February 20 to 22, 2024 – Dinner  
February 23, 2024 – Lunch

## C. Training Venue and Meals

Date of Training: February 20 to 22, 2024 (8 hours/day)

- Must have available microphones, projection screen or LCD projector
- Classroom set-up  
Number of Participants: 35 pax  
Meals: AM/PM Snacks and Lunch with drinks (iced tea or soft drinks)
- Free flowing coffee
- Water Dispenser

## D. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)
- TESDA NC II Assessment Fee (Php1,500/pax)
- Cargo Fee for Training Materials
- Training Materials (for 30 pax)
- Van Hire for Assessment Day

## V. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **TWO HUNDRED SEVENTY – SEVEN THOUSAND ONE HUNDRED TWELVE PESOS (Php 277,112.00)**, 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).

## VI. 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.

## VII. PROJECT OFFICER / CONTACT PERSON

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