

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### STRATEGIC LEADERSHIP TRAINING FOR HOSPITALITY MANAGERS

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : May 19 to 23, 2024  
Location : Coron, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims to provide hospitality managers with the skills and knowledge necessary to navigate the complex challenges of managerial roles. The sessions cover leadership foundations, advanced operational strategies, financial management, customer experience excellence, sustainability and crisis management ensuring a comprehensive and practical learning experience.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEP'S REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila and/or Coron, Palawan**
- 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*  
May 19, 2024 – Quezon City to Airport  
May 23, 2024 – Airport to Quezon City
- *Airfare*  
Passengers:  
Mr. Santos Buenvenida / DOB: August 11, 1970  
Ms. Ma. Ednelliza Balagtas / DOB: October 2, 1998  
  
May 19, 2024 – Manila to Busuanga, Palawan  
May 23, 2024 – Busuanga, Palawan to Manila
- *Van Transfer*  
May 19, 2024 – Busuanga Airport to Accommodation  
May 23, 2024 – Accommodation to Busuanga Airport

#### B. Accommodation with Breakfast (must be DOT Accredited)

Guests: 1 Resource Speaker and 1 DOT Facilitator  
Check-in: May 19, 2024  
Check-out: May 23, 2024  
Two (2) Single Occupancy Room

**C. Function Venue with Meals (preferably DOT Accredited)**

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

Number of Participants: 40 pax

Meals: Buffet 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**

May 19, 2024 – Breakfast, Lunch and Dinner

May 20 to 22, 2024 – Dinner

May 23, 2024 – Lunch

**E. Miscellan**

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper

**VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **TWO HUNDRED FORTY – TWO THOUSAND SEVENTY – SIX PESOS (Php 242,076.00)**, 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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