

# TERMS OF REFERENCE

## I. PROJECT TITLE:

### **HOMESTAY PILIPINAS TRAIN-THE-TRAINERS COURSE (Facilitator's Training)**

## II. BACKGROUND/PROJECT DESCRIPTION

The Homestay Pilipinas Training is intended for residential owners who may want to benefit in the host-visitor encounter experience particularly in tourism development areas where there are limited or no accommodation facilities available.

To facilitate the rollout of this program across all regions, the Office of Industry Manpower Development (OIMD) will conduct a Facilitator's Training to level up the competency on training facilitation, organization, and finding appropriate experts to deliver the Homestay Pilipinas Training Program.

This program aims to augment the limited Homestay Pilipinas Facilitators which is a major factor why Homestay Pilipinas Training is rarely conducted.

- Target Participants : **Maximum of 23 pax**
- Date/Period Covered: **May 27 to June 1, 2024**
- Location/Venue : **Preferably in Makati City / Manila City**

## III. PURPOSE/OBJECTIVES

The OIMD is in need of the services of a third party service provider engaged in the business of providing training/seminar packages, handling or coordinating transportation, accommodation, and events arrangements for the conduct of the said training program.

The training program aims to:

1. Expand pool of competent and knowledgeable trainers / facilitators to conduct the Homestay Pilipinas Training for potential Homestay Operators.
2. Provide knowledge and skills in identifying minimum homestay requirement, familiarity with the current Homestay Pilipinas modules, conduct training and practical demonstration with greater confidence.

## IV. MINIMUM REQUIREMENT

- Must be a Service Provider engaged in transportation, accommodation, and events management arrangements;
- Must be a DOT-accredited service provider;
- Must be willing to provide service on a send-bill arrangement; and
- Must be flexible to make adjustments in schedules and timelines, if necessary.

## V. SCOPE OF WORK, COVERAGE, AND DELIVERABLES

The following are the services required by the DOT:

## 1. TRANSPORTATION

### A. Roundtrip airline tickets inclusive of 20 kilos baggage allowance.

Flight Itinerary *Flight Details are subject to change	Number of Pax	Intended Passengers
Departure Date : May 27, 2024 (preferably flights between 11:00AM to 2:00PM)  Return Flight : June 1, 2024 (preferably flights between 12:00PM to 4:00PM)		
Laoag – Manila – Laoag	1	Representative from Region I
Tuguegarao – Manila – Tuguegarao	1	Representative from Region II
Puerto Princesa – Manila – Puerto Princesa	1	Representative from Region IV- B
Legaspi – Manila – Legaspi (or any gateway from Region V)	1	Representative from Region V
Iloilo – Manila – Iloilo (or any gateway from Region VI)	1	Representative from Region VI
Cebu – Manila – Cebu (or any gateway from Region VII)	1	Representative from Region VII
Tacloban – Manila – Tacloban (or any gateway from Region VIII)	1	Representative from Region VIII
Zamboanga – Manila – Zamboanga (or any gateway from Region IX)	1	Representative from Region IX
Cagayan De Oro – Manila – Cagayan De Oro	1	Representative from Region X
Davao – Manila - Davao	1	Representative from Region XI
General Santos – Manila – General Santos (or any gateway from Region XII)	1	Representative from Region XII
Butuan – Manila – Butuan (or any gateway from Region XIII)	1	Representative from Region XIII

### B. Van Hire (inclusive of driver, toll fees, gasoline, applicable parking fees)

Date	Time	Purpose
May 27, 2024	Whole day	• Airport/Land transfers from airport to hotel
June 1, 2024	Whole day	• Airport/Land transfers from hotel to airport

### C. Roundtrip Bus Fare Subsidy

Date	Destination	Intended Passengers
May 27, 2024 (Departure Date from point of origin)	Baguio – Manila & v.v.  Olongapo (or any point in Region 3) – Manila & v.v	3 Participants. 1 from each Regions (Representatives from Regions CAR, III & IV-A)
June 1, 2024 (Departure Date from Manila)	Lucena (or any point in Region 4A) – Manila & v.v	

## 2. ACCOMMODATION IN A DOT-ACCREDITED HOTEL

### 2.1 For Resource Speakers and DOT Personnel - 6 days/5 nights

- Check-in: May 27, 2024
- Check-out: June 1, 2024
- Two (2) Single Rooms for the Resource Speakers
- Two (2) Twin-sharing Rooms and One (1) Single Room for DOT personnel and official.

### 2.2 For Training Participants - 6 days / 5 nights

- Check-in: May 27, 2024
  - Check-out: June 1, 2024
  - Eight (8) Twin-sharing Rooms for the 16 participants
- *Room accommodation must be inclusive of breakfast*
  - *Room accommodation should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date;*
  - *Complimentary Wi-Fi; and*
  - *Inclusion of free access to all facilities and amenities within the hotel.*

## 3. MEALS (IN-SESSION AND OFF-SESSION)

- **Provision of meals for the following activities:**

Date	Time	No. of Pax	Purpose
May 27, 2024	Dinner	23	<ul style="list-style-type: none"><li>• Welcome Dinner</li><li>• Inclusive of drinks</li></ul>
May 28 - 31, 2024	AM Snacks PM Snacks Lunch Dinner	23	<ul style="list-style-type: none"><li>• AM and PM Snacks, Plated/Buffer Lunch &amp; Dinner for Participants, Speakers and Secretariat</li><li>• Inclusive of drinks for all meals</li><li>• To be served in the function room/training venue</li></ul>
June 1, 2024	Lunch	23	<ul style="list-style-type: none"><li>• Lunch for the Participants, Resource Speakers, and Secretariat.</li><li>• Inclusive of drinks</li></ul>

#### 4. FUNCTION ROOMS/TRAINING VENUE

Provision of training venue based on the following requirements;

Date	Time	Venue Capacity	Venue Requirements
May 28-31, 2024	8:00AM – 6:00PM	23 pax	Function Room -U-shape physical setup

- Must be within the same venue of the accommodation establishment;
- If possible, no visible posts at the middle of the room to block the view of the participants to the stage/presentation area;
- Seating arrangement with physical distancing, if possible;
- Provision of 1 separate table for speakers/panelists and 1 table for the secretariat
- Provision of pads and pencils for the participants;
- Free-flowing coffee, tea, water, and candies/mints;
- Fast and stable wifi internet service that can accommodate 20 users; and
- Provision of the following audio-visual equipment and technical assistance in the required function rooms:
  - Basic sound system;
  - LCD projector and screen;
  - Whiteboard with whiteboard markers or flip charts with permanent markers
  - Outlets/extension cords that can accommodate 40 laptops;
  - Minimum of 3 wired or wireless microphones; and
  - Standby banquet staff and technical personnel;

#### 5. OTHER DELIVERABLES/INCLUSIONS

5.1 Provision of dedicated project coordinator from the tour operator

#### VI. APPROVED BUDGET COST:


**Nine Hundred Two Thousand Two Hundred Forty Three Pesos and Thirty Centavos (₱902,243.30)** inclusive of all applicable government taxes in accordance with government procedure.

*Note: Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.*

#### VII. PROJECT OFFICERS/CONTACT PERSONS:

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