

TERMS OF REFERENCE

I. PROJECT: Production of Training Kits/Collaterals for the Tourism Industry Skills Program (TISP) Mid-Year Retooling and Assessment Workshop

II. BACKGROUND:

Group Name: Tourism Industry Skills Program (TISP) Midyear Retooling and Assessment Workshop

No. of Pax: 65 Pax

Date: July 29 – August 2, 2024

Destination: National Capital Region

III. PURPOSE / OBJECTIVES

The Department of Tourism is in need of a service provider in the Philippines engaged in the business of production and printing services of training kits/collaterals for the TISP Mid-Year Retooling and Assessment Workshop.

The Training Champions Retooling and Assessment Workshop plays a key role in effectively implementing various human capability training for the tourism industry stakeholders in the Philippines champions.

TISP Mid-Year Retooling Workshop aims to:

- 1) Equip the TISP Training Champions with proper knowledge on current programs and processes to enhance training delivery, facilitation, monitoring as well as reporting through continuing education programs.
- 2) Assess the progress of the implementation of training in each region.
- 3) Provide a platform to welcome new members of the regional training champions, establish teamwork and develop camaraderie among each other.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Willing to provide services on send-bill arrangement

V. SCOPE OF WORK / DELIVERABLES

TRAINING SUPPLIES/KITS

1. Notebook
 - a. Quantity: 65 pcs
 - b. Size: A5
 - c. Color: Black
 - d. Print: Logo of OIMD

2. Ballpen

- a. Quantity: 65 pcs
- b. Color: Black

3. Insulated Stainless Steel Cup

- a. 40 oz (3.86 L x 5.28 W x 12.3 H)
- b. Double-wall vacuum insulation
- c. Powder coat finish
- d. With reusable straw
- e. With handle
- f. Stainless steel and BPA-Free
- g. Quantity: 65 pcs
- h. Print: Logo of OIMD

4. Laptop bag

- a. Can fit 14-inch laptop
- b. Waterproof
- c. With inner lining
- d. With compartments for laptop accessories
- e. With removable strap
- f. Preferred External Dimensions: 36cm x 28cm
- g. Quantity: 65 pcs
- h. Print: Logo of OIMD

5. Tarpaulin

- a. 6 ft x 8 ft
- b. Material: PVC
- c. Colored print
- d. Quantity: 1

6. Box

- a. Quantity: 65 pcs
- b. Can fit all listed training supplies

VI. APPROVED BUDGET COST

Sixty Seven Thousand Three Hundred Twenty One Pesos and Fifty Five Centavos only (P67,321.55) inclusive of all applicable government taxes in accordance with government procedure.

VII. DELIVERY DATE

July 31, 2024

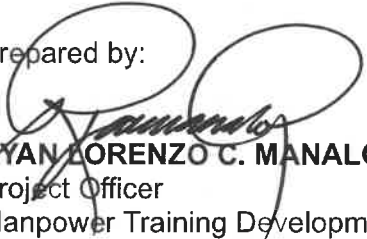
VIII. PROJECT OFFICER/CONTACT PERSON:

RYAN LORENZO C. MANALO
Tel: 84595200 loc 214
Viber: 09494086874
Email: rlcmanalo@tourism.gov.ph

IX. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements by the supplier.

Prepared by:



RYAN LORENZO C. MANALO
Project Officer
Manpower Training Development
Office of Industry Manpower Development

Reviewed by:



JANICE E. MALDONADO
Supervising Tourism Operations Officer
Manpower Training Development
Office of Industry Manpower Development

Approved by:



RYAN M. SEBASTIAN
Chief Tourism Operations Officer
Manpower Training Development
Office of Industry Manpower Development