

## TERMS FOR REFERENCE

I. **Project Title:** To conduct 2024 Learning Needs Assessment Review (LNAR)

### II. BACKGROUND:

- Participants/Attendeed : **Consultant and Training Officer**
- No. of Pax

December 11, 2024	PM-snacks only	10 pax
December 12, 2024	AM snacks	35 pax
December 13, 2024	Lunch PM Snacks	35 pax

- Venue/Location : Makati Area

### III. PURPOSE/OBJECTIVES

- The Office of Human Capital Development (OHCD) will conduct the Review of Learning Needs Assessment (LNA) 2024-2025 on December 11, 12, 13, 2024.
- This review aims to assess the implementation of DOT training programs vis-à-vis the LNA results and the training calendar. Recognizing the trends and changing landscape of tourism, it is imperative to periodically assess and align our training programs with the actual needs of DOT Regional Offices and other stakeholders.

### IV. MINIMUM REQUIREMENTS FOR SUPLIERS

- Must be a Phil-Geps accredited
- Must be willing to provide services on a send – bill arrangement.

### V. SCOPE OF WORK/DELIVERABLES

**Venue: 2<sup>nd</sup> Floor DOT Training Room**

- Must be in a catering services
- Tables must be covered by a table cloth
- Flowing coffee and tea

**Meals**

December 11, 2024	PM-snacks only	10 pax
December 12, 2024	AM snacks	35 pax
December 13, 2024	Lunch PM Snacks	35 pax

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

- **EIGHTY THOUSAND PESOS (PHP80,000.00)**  
(inclusive of applicable taxes)


**VII. CONTACT PERSON/PROJECT OFFICER**

**JANELLI ANN M. SISON**  
Office of Human Capital Development  
Local: 218


**IMELDA C. BASTO**  
Manpower Planning and Monitoring Division  
Office of Industry Manpower Development  
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**NOTE:** The winning bid however, 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.

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Tourism Operations Officer II

Approved by:

  
**ARLENE A. ALIPIO**  
Director, OHCD