

TERMS OF REFERENCE

I. PROJECT TITLE

BASIC KOREAN LANGUAGE I FOR TOURISM FRONTLINERS

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : November 23-27, 2021
Location : Puerto Princesa City, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to meet the learner's requirements for language acquisition and to provide tourism professionals with the essential Korean language abilities to perform effectively in their line of work.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be a **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator**
- C. Located in the **Province of Palawan**
- D. Must be willing to **provide services on a send bill arrangement**
- E. Must comply with the details of services specified in **Item IV of the TOR**

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

1. Current Mayor's / Business Permit / BIR Certification (for Individual)
2. PHILGEPS Registration Number or Certificate of Platinum Membership
3. Registration Certificate from SEC or DTI
4. DOT Accreditation Certificate
5. Original or certified true copy of duly notarized Omnibus Sworn Statement

IV. SCOPE OF WORK / DELIVERABLES

A. Transportation

Airline Ticket

- Guest : Mr. David John D. Apigo
November 22, 2021 MNL-PPS / 0900-1020 / 20kg
November 28, 2021 PPS-MNL / 1100-1220 / 20kg

B. Accommodation with Breakfast and Airport Transfer

1. Single Occupancy Room for DOT Resource Speaker
2. Duration: 6 nights
Check-in : November 22, 2021
Check-out : November 28, 2021

C. Function / Workshop Requirements

Date of Function : November 23-27, 2021 (5 days)

Number of Participants : 25 pax

1. Meals

- Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Plated Lunch with 1 round of drinks (iced tea or soft drinks)
 - Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Free flowing Coffee
 - Water Dispenser
2. Capacity of the venue must be good for 60 pax to allow mobility for the workshop component.
 3. Registration should be near the entrance of the function venue.
 4. Entrance should have sanitation floor mat, alcohol dispenser, thermal scanner and health declaration form.
 5. Secretariat table should be inside the venue for easier facilitation and contact with the speaker.
 6. One table near the stage area shall be reserved for the speaker. It should be near for the laptop computer / Classroom set-up.
 7. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
 8. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, white board and tech pen, WIFI access.
 9. Welcome tarpaulin 4sq. ft. x 6sq. ft. and backdrop tarpaulin 12sq. ft. x 6sq. ft.

D. Outside Meals

1. November 22, 2021
Breakfast for DOT Resource Speaker
2. November 22-27, 2021
Dinner for DOT Resource Speaker
3. November 28, 2021
Lunch for DOT Resource Speaker

E. Other Expenses

1. RT-PCR Testing for DOT Resource Speaker
2. Courier Fee of Training Materials
3. Communication Allowance for DOT Facilitator and DOT Satellite Staff
4. Transportation Allowance, meals and other incidental expenses for DOT Satellite Staff

V. BUDGET

Budget for the conduct of the event is **Two Hundred Twenty Thousand Fifty Pesos (PhP 220,050.00)** inclusive of amenities and all government taxes and charges as defined in this Term of Reference.

In the event the DOT is able to secure sponsorship, the corresponding value must be deducted from the total invoice amount.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, if the amount of bid does not exceed the above total budget.

VI. CONTACT PERSON

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