

TERMS OF REFERENCE

I. PROJECT

BASIC INNKEEPING ON JULY 28-30, 2021

II. BACKGROUND

Following the thrust of the government in countryside development, the Department of Tourism deems relevant a Homestay Program for residential accommodations catering to tourists especially in destinations where there is a dearth in accommodation facilities. To ensure that the participant homeowners would benefit from the host-visitor encounter experience, a training program is deemed necessary to equip the homeowners with the basic knowledge in catering to the lodging requirements of tourists.

III. OBJECTIVES

General:

To impart a practical knowledge to resident owners / hosts of the basic innkeeping concepts.

Specific:

To increase awareness of the importance of systematic operations of small guests' facilities thereby maximizing income from such operations.

IV. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited
2. Willing to provide services on a send-bill arrangement

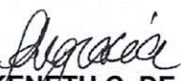
Scope of Works/ Deliverables

| Particulars | Breakdown | Quantity | Remarks |
|-----------------------|---|----------|---|
| Transportation | Van Hire: July 27, 2021 | 1 | <ul style="list-style-type: none">• Land Transportation to Manila – Calamba – Atimonan, Quezon Boat Transportation to Atimonan Port to Alabat Port |
| | July 30, 2021 | 1 | <ul style="list-style-type: none">• Boat Transportation to Alabat Port to Atimonan Port Land Transportation to Atimonan, Quezon – Calamba - Manila <ul style="list-style-type: none">• Must be DOT Accredited |
| Meals | Snacks AM/PM and Lunch July 28-30, 2021 33 pax x 3days | 99 | |

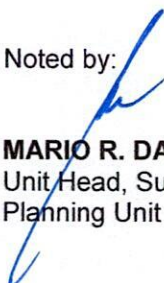
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|-----------------------|---|----|--------------------------|
| | Dinner July 27-30, 2021 2pax x 3days | 6 | |
| Accommodation | July 27-29, 2021 (Overnight) 2pax x 3nights | 6 | • Must be DOT Accredited |
| Training Kit | Notebook, Ballpen, ID holder, ID lace | 30 | |
| | Certificate Holder (A4) | 1 | |
| | Personal Health Kit (face mask, face shield, alcohol) | | |
| Other Expenses | Hygiene Kit (face mask, face shield, alcohol) | 30 | |
| | Tarpaulin (9 feet x 6 feet) | 1 | |
| | Load Card | 3 | |
| | Antigen Test | 2 | |

V. BUDGET: Php 129,000.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENETH C. DE GRACIA
 Tourism Officer II
 Planning Unit

Noted by:


MARIO R. DAGA
 Unit Head, Supervising. TOO
 Planning Unit