

TERMS OF REFERENCE

I. PROJECT

COURSE ON HOUSEKEEPING ON SEPTEMBER 3 - 17, 2021

II. BACKGROUND

Proper management and maintenance of lodging facilities is important for the tourists to have a pleasant and comfortable accommodation. In line with the effort of standardizing the skills service in the tourism industry with the ASEAN, housekeeping personnel should be trained on basics and advanced level of housekeeping operations & procedures.

III. OBJECTIVES

- Equip participants with fundamental knowledge and attitudes congruent to housekeeping standards
- Upgrade housekeeping skills to international level
- Develop customer handling skills of the participants which are important in projecting a professional image

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	September 3, 2021 Van Hire for DOT Employee (Calamba, Laguna – Naic, Cavite – Imus, Cavite – Indang, Cavite)	1	
	September 12, 2021 Van Hire for DOT Employee/Speaker (Marikina – Indang, Cavite – Naic, Cavite)	1	
	September 14, 2021 Van Hire for Speaker (Naic, Cavite – Marikina)	1	
	September 15, 2021 Van Hire for Trainees (Naic, Cavite – Imus, Cavite vv.)	1	
	September 16, 2021 Van Hire for Trainees (Naic, Cavite – Imus, Cavite vv.)	1	

	September 17, 2021 Van Hire for Trainees (Naic, Cavite – Imus, Cavite – Indang, Cavite)	1	
Meals	September 13 – 14, 2021 Participants/Speaker/ DOT Employee (AM/PM Snacks and Lunch) P 650.00 x 35 pax x 2 days	70	<ul style="list-style-type: none"> • Must be DOT Accredited
	September 12 – 13, 2021 Speaker/DOT Employee (Dinner) P 400.00 x 2 nights x 2 pax	4	
	September 14 – 16, 2021 DOT Employee (Dinner) P 400.00 x 3 nights x 1 pax	3	
	September 15 – 17, 2021 DOT Employee/ Participants (AM/PM Snacks and Lunch) P 650.00 x 11 pax x 3 days	33	
Accommodation (with Breakfast)	September 12 - 14, 2021 Speaker P 3,500.00 x 2 nights x 1 room	2	<ul style="list-style-type: none"> •
	September 12 – 17, 2021 DOT Employee P 3,500.00 x 5 nights x 1 room	5	
Training Kit	Notebook, Ballpen, ID Holder, ID Lace, Clear Envelope	30	
TESDA Assessment Fee	P 720.00 x 30 pax	30	
Other Expenses	NC II Photo Printing	30	
	Hygiene Kit (Face Mask, Face Shield, Alcohol)	30	
	Tarpauline	1	
	Load Card	1	
	Antigen Test	2	

V. BUDGET: Php 177,550.00 inclusive of tax

VI. PROJECT OFFICER/CONTACT PERSON


KENETH C. DE GRACIA
Tourism Officer II

Noted by:


MARITES T. CASTRO
Chief TOO