

TERMS OF REFERENCE

I. PROJECT

Procurement of a Service Provider for the Conduct of Food Tourism Resource Inventory and Mapping

II. BACKGROUND

Gastronomy tourism forms an integral part of local life and is forged by the history, culture, economy and society of a destination. This bears the natural potential to enrich the visitor experience, establishing a direct connection to the region, its people, culture and heritage.

Gastronomy is one of the sectors most valued by tourists. When they travel, they like to discover the local cuisine of the destination, to explore its restaurants, to taste the typical products, the traditions, and to be able to live surprising, unique and special experiences.

The interest in gastronomy tourism has grown in recent years alongside its intrinsic promotion of regional identity, economic development and traditional heritage. Having identified its competitive edge, more and more destinations around the world are looking to position themselves as destinations for gastronomy tourism.

In many destinations, gastronomy has become a strategic sector that contributes to the generation of wealth and employment, creating value for the entire value chain from the production of quality food, its transformation, to the hotel or tourism companies and the promotion of the country brand.

As part of the goal of the Department of Tourism to develop a strategic food and gastronomy tourism plan, the conduct of Food Tourism Resource Inventory and Mapping is warranted to provide valuable inputs to the formulation of Food Tourism Strategic Roadmap.

The Department of Tourism Region IV-A will conduct the inventory and mapping on July 29 – August 31, 2021 with a Validation and Inspection on August 17 – 20, 2021.

III. PROCUREMENT REQUIREMENTS

1. Must be DOT accredited.
2. Must be located in CALABARZON Region.
3. Willing to provide services on a send-bill arrangement.
4. Amenable for date changes.
5. Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units.

6. Antigen Testing should be from a DOH-Accredited COVID-19 Antigen Testing Facility.
7. Must provide a gastronomy expert/consultant with the following qualifications, tasks and deliverables:

Qualifications:

- a. At least 10 years relevant industry experience
- b. At least 5 years consulting experience
- c. Well-developed core consulting skills of research, analysis, presentation, and attention to detail

Tasks:

- a. Provide technical advisory services to include inventory of food tourism resources to Department of Tourism Region IV-A in preparation of the Food Tourism Strategic Roadmap;
- b. Provide expert advice and recommendation on the conduct of mapping;
- c. Prepare the draft inventory that will be presented to the Regional Office;
- d. Conduct special studies and site inspection as may be necessary;
- e. Provide other technical support as maybe required during project; and
- f. Provide soft copy of the approved inventory to the Regional Office.

Deliverables:

The consultant shall submit the Food Tourism Resource Inventory which includes Food and Gastronomy Establishments and Enterprises, Food and Gastronomy Events and Activities and Food and Gastronomy Institutions, Resource Persons or Experts not later than August 25, 2021 for review of the Regional Office prior to presentation to the Asec. Verna Buensoceso.

IV. SCOPE OF WORKS/ DELIVERABLES

DATE	ACTIVITY	EXPECTED OUTPUT
July 29 – 30, 2021	Consultation with research partners.	Research plan
August 5 – 9, 2021	Coordination meetings with research partners and Provincial Tourism Offices	Identification of the following: <ul style="list-style-type: none"> • Initial, specific products, sites and resources to be inspected and audited • Contact persons to coordinate the visits • Planning and development of itinerary for the visits • Review and discussion of data collection methodologies and matrices to be used

August 9 – 27, 2021	Data gathering process	<ul style="list-style-type: none"> • Vetting of initial list of products, sites, and resources • Conduct of interviews, validation and inspection • Drafting of initial report • Fine tuning of report • Approval of report by the Regional Director
August 30-31, 2021	Submission of report	<ul style="list-style-type: none"> • Presentation of study findings to OPMD and Asec. Verna Buensoceso • Review of the results of the study

PARTICULARS	BREAKDOWN	QUANTITY	REMARKS
Consultant's Honorarium	24 working days		Please refer to above qualifications, tasks and deliverables.
<i>Inspection/Validation (August 17 – 20, 2021)</i>			
Van Hire	1 van x 4 days		Must be DOT-accredited transport.
Meals	August 17, 2021 Breakfast 4 pax x 1 day	4	
	August 17 – 20, 2021 Snacks AM/PM 4 pax x 4 days x 2 snacks	32	
	August 17 – 20, 2021 Lunch 4 pax x 4 days	16	
	August 17 – 19, 2021 Dinner 4 pax x 3 days	12	
Accommodation	August 17 - 19, 2021 (3 nights accommodation for 4 pax) 2 rooms single occupancy	5	Inclusive of daily breakfast. Must be DOT-accredited

	1 room double occupancy		
Documentation			Service provider must provide documentation services during the validation/inspection to include photo and video documentation
Antigen Test		4	Must be done prior to on August 16, 2021.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Two Hundred Thousand Pesos (₱ 200,000.00) inclusive of applicable taxes and fees.

VI. LEGAL DOCUMENTS

1. Copy of Mayor's/Business Permit
2. Income Tax Returns (Annual Income Tax Return of the Preceding tax year) or Business Tax Returns (Value added Tax or Percentage covering the previous six months)
3. Philgeps Registration
4. Omnibus Sworn Statement (OSS)

VII. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

VIII. PROJECT OFFICER/CONTACT PERSON

Prepared by:


KENETH C. DE GRACIA
 TOO II

Noted by:


MARITES T. CASTRO
 Chief TOO