

## **TERMS OF REFERENCE**

### **I. PROJECT**

Executive Course on National Accommodation Standards for Regional Directors and Officer-in-Charge in Batangas Province on November 22-25, 2021

### **II. OBJECTIVES**

The training aims to provide a deeper knowledge on the quality grading system for hotels, resorts and apartment hotels, as well as update the Regional Directors and Officers-in-Charge with the latest accreditation policies and health and safety guidelines of the Department. Being at the forefront of improving tourism quality, it is necessary for the Regional Directors/Officers-In-Charge to have a comprehensive and consistent understanding of the standards being enforced by the Department.

### **III. PROCUREMENT REQUIREMENTS**

#### **FUNCTION ROOM WITH ACCOMMODATION AND MEALS:**

1. Must be DOT accredited hotel with Certificate of Authority for Staycation
2. Must be located in Batangas Province
3. Willing to provide services on a send-bill arrangement
4. Provide hotel/resort accommodation inclusive of daily meals.
5. Must have a training venue that can accommodate 50 pax in the new normal standards
6. Provision of hygiene kit (includes wet tissue, alcohol, face mask) during the inclusive stay dates (venue and rooms), and adhere to the health and safety guidelines issued by the Department of Tourism (DOT), Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
7. Function includes projector, white screen, LED wall, podium, 3 microphones, sound system, strong internet connection, capable of supporting live streaming of the training via a tele-conferencing platform, availability humidifier, free flowing coffee and tea and mints
8. Provision of 2 function room (1 for the training proper and 1 exclusive dining area for the group)
9. Provision of HALAL meals for Muslim participants
10. Provision of pad and pen/pencil
11. Classroom set-up
12. Standby technical team from the hotel and hotel staff
13. Function must be disinfected every break time
14. Must be willing to allow mock inspection of the property
15. Availability of onsite Antigen Testing
16. 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

#### **TRANSPORT:**

1. Must be DOT Accredited Tourist Land Transport or Tourist Vehicle
2. Uniformed, presentable and trained driver and staff for assistance.
3. Be at all times clean and tidy when arriving to pick up the passengers
4. Driver should have strong navigation skills
5. Equipped with climate control or air-conditioning

6. Regularly checked for roadworthiness and safety
7. 4 days 3 nights in Batangas Province; pick and drop at DOT Makati possible side trip within Tagaytay City/Batangas
8. Includes third-party liability insurance
9. Cover all expenses to include driver's fee as well as his **food, RT-PCR (Covid tests/border antigen tests), accommodation, PPEs and other miscellaneous fees**
10. Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
11. With provision of wet tissues, alcohol, mineral water, mint
12. First Aid kit on board
13. Provision of umbrella on board
14. Equipped with GPS or Waze
15. Itinerary to be sent (subject to change without prior notice)
16. 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

#### **ANTIGEN TEST:**

1. Pre and post event Antigen Test for 5 Regional Office staff and 2 guests

#### **IV. SCOPE OF WORKS/ DELIVERABLES**

<b>Description</b>	<b>Breakdown</b>	<b>Quantity</b>	<b>Remarks</b>
Function Room with Accommodation and Meals	<p><b>November 23-24, 2021 &amp; November 25, 2021 (half day)</b> Function Room in accordance with DOT guidelines including projector, white screen, LED wall, podium, 3 microphones, sound system, Strong internet connection, capable of supporting live streaming of the training via a teleconferencing platform, availability of humidifier, Free flowing coffee and tea with 5% contingency</p> <p><b>Accommodation is inclusive of Breakfast</b> <b>November 22-25, 2021</b> Superior Room x 3 nights Twin Sharing Rooms x 3 nights Triple Sharing Rooms x 3 nights</p> <p><b>November 22, 2021</b> Dinner <b>November 23-24, 2021</b> Fullboard Meals</p> <p>***Provision of HALAL Meal for Muslim Participants***</p>	<p>1</p> <p>9</p> <p>16</p> <p>3</p> <p>50</p> <p>50</p>	

Transportation	<b>2 units of Bus</b> Inclusion: Accredited Tourist Land Transport or Tourist Vehicle, Fuel, Accommodation, Roundtrip toll fees, RT PCR Test and Driver's Meal, 3 days 2nights, Pick and drop at DOT Makati (possible side trip within the area)	2	
Antigen Test	<b>November 22, 2021</b> Pre event Antigen (DOT 4A staff)	5	

**V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is Six Hundred Sixty Thousand Five Hundred Eight Pesos Only (**Php 660,508.00**) 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

**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**

Project Officer/s:

**JHERA J. SAN VALENTIN**  
Sr. TOO



**CHRISTABELLE JAN LL. JARAPLASAN**  
TOO II



Approved by:

  
**MARITES T. CASTRO**  
OIC, Regional Director