

TERMS OF REFERENCE

- I. **BIDDER** : Service Provider/Tour Operator
- II. **PROJECT TITLE** : Product Development Workshop for the spa therapist of DOT Accredited Spa Establishment [PHASE 2: Filipino Brand of Wellness]
- III. **PROJECT DATE** : 3rd Week of November 2021

IV. OBJECTIVES

- Appreciate the importance of the Hilot massage as a core wellness product of the Philippine Wellness Industry
- Review the basic concepts of Hilot Massage
- Identify the key techniques which differentiate Hilot from all other massage therapies
- Practice the key techniques of Hilot Massage
- Strengthen the support and partnership of the private sector with the government, particularly the DOT and the Wellness Tourism industry in positioning the Philippines as a health and wellness tourism destination in the local and eventually the international market.

V. MINIMUM REQUIREMENTS

- a. Must be accredited by the DOT
- b. Must be willing to provide services on send-bill arrangement

VI. SCOPE AND WORK DELIVERABLES

- a. Ground arrangement for tour package with provisions for single occupancy accommodation, full board meals and venue for the workshop for the DOT accredited spa establishment and provide team building night/dinner to the participants;
- b. Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll and parking fees)
- c. COVID-19 RT-PCR and/or Antigen Test for DOT/OPMD/ROs (3), invited spa therapist (24 pax), and Professional Driver/s. Test results must be available within 24-48 hours. Driver must be familiar with the routes of Tagaytay (inclusion of meals for drivers)
- d. Provision of giveaways for invited wellness stakeholders (30 pax) and health and safety kit for the DOT/OPMD participants (30 pax);

BREAKDOWN:

Date	No. of Units	Capacity and Route
3 rd week of November 2021	6 Units of Van	Van Seating Capacity: 4-5 Route: Manila to Tagaytay Rental Period: 8-10 hours
<i>*50% capacity for transportation vehicles in compliance with Covid-19 protocols</i>		

- e. RT-PCR and/or Antigen Covid-19 Test for DOT/OPMD, invited spa therapist, and Driver (to include the transfers for the pre and post testing; i.e. Residence to Diagnostic Center to Residence)

Date	No. of Pax	Remarks
3 rd week Nov.	6 pax	RT-PCR/Antigen test for Van Driver (1 test)
3 rd week Nov.	3 pax	RT-PCR test for DOT/OPMD (2 test)
3 rd week Nov.	12 pax 12 pax	RT-PCR or Antigen test for NCR (2 test) RT-PCR or Antigen test for CALABARZON (2 test)

- f. Tagaytay Accommodation inclusive of breakfast (At Least 3-Star Hotel with Certificate to Operate) – Single Occupancy for 2 nights for 27 pax
- g. Venue: Function room with Lunch for 27-30 pax in Tagaytay (At least 3-star Resort/Hotel with Certificate to Operate) for 3 days (inclusive of use of equipment; i.e. projector, screen, podium, sound system, microphones (2 pcs), pens and papers, coffee and tea, and light snacks (am/pm). Provide massage table/mats.
- h. Meals (Day 1 – Breakfast for 27 pax and Dinner for 30 pax, Day 2 – Team Building Night/Dinner for 30 pax, and Day 3 – Dinner for 30 pax)

VII. BUDGET

Total budget: **Php790,000.00**

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

VIII. CONTACT PERSON

Contact Person : Jeremiah "Miah" Adao
 Office : Office of Product and Market Development (OPMD) – Medical Travel and Wellness Tourism
 Contact Number : +63 9179062325
 Email Address : jeadao@tourism.gov.ph

Approved by:

RENEE MARIE N. REYES

Director
 Office of Product and Market Development

Date: 04 November 2021

