



TERMS OF REFERENCE

(Procurement of Training Provider)

**PROJECT TITLE: PROCUREMENT OF TRAINING PROVIDER TO CONDUCT THE
SURFING COACH LEVEL 2 CERTIFICATION TRAINING**

DATE / VENUE OF IMPLEMENTATION: 19 – 25 June 2023 / Zambales

I. BACKGROUND:

- A. Target Participants: Surfing Instructors with Level 1 Certification endorsed by their respective local surfing associations / LGUs.
- B. Target number of participants: 30 Surfing Instructors
- C. Training Provider: Internationally recognized Surfing Instructors Certifying Institution/ Organization
- D. Event Type: In-person / Face-to-Face
- E. Target Date of Implementation
 - June 19 – 25 2023, inclusive if travel time
- F. Time: 8:00 AM – 5:00 PM (8 hours training per day for five (5) days)

II. OBJECTIVES:

- To train the existing Surfing Instructors with Level 1 Surfing Instructor Certification to Surfing Coach (Level 2) Certification so they can prepare and deliver surfing lessons up to advanced level.
- To create a pool of Surfing Coach who can deliver a Surfing Instructor Level 1 Certification once they pass the assessment to be conducted by the training provider.
- To help increase the number of accredited surfing instructors following the promulgation of the DOT Memorandum Circular No. 2020-001 or the *Rules and Regulation To Govern the Accreditation of Surfing Camps and Filipino Surfing Instructors*.

III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must have experience in conducting Surfing Instructors Certification Program
- Must have rendered services preferably with DOT or other government agencies
- Start-up companies/ organizations are welcome but have been in the business for at least two (2) years

- Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

Training Package Cost – Php 795,000.00

- Provide/ develop a Training Module for the Surfing Instructor/ Coach Level 2 Certification Course;
- Conduct a five (5) – day training on Surfing Instructors Level 2 Certification to include courses on Water Rescue and Basic Life Support to a maximum of 30 pax;
- Provide experts to conduct theoretical and practical lessons as well as assessment of the participants/ trainees; and
- Issue Certification for Level 2 Surfing Coach to qualified trainees/ participants.

Note: Tentative date of implementation is subject to the availability of the trainers, participants and to the completion of the service contact with the third party supplier/ provider.

VI. APPROVED BUDGET FOR THE CONTRACT

Training Provider:

Seven Hundred Ninety-Five Thousand Pesos (Php 795,000.00)

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

Terms of payment : Government Procedure (Send-Bill Arrangement)

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Approved by:


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