

## TERMS OF REFERENCE

### I. PROJECT TITLE

#### **BAYANIHAN SA BUKAS NA MAY PAG-ASA SA TURISMO (BBMT) FOOD TOURISM – KULINARYA TRAINING**

Host Agency : DEPARTMENT OF TOURISM - MIMAROPA

Date / Location : June 26 to 29, 2023 – Municipality of Pola, Mindoro Oriental

### II. PROJECT RATIONALE AND OBJECTIVES

1. To help provide alternative livelihood through provision of series of trainings that can possibly sustain the income of affected families
2. Boost the confidence of affected tourism works in regaining the tourism industry in Oriental Mindoro
3. Equipped the members of CBSTOs the individual skills that will further enhance their skills as a tourism worker
4. To promote the other tourism products that Oriental Mindoro can offer despite the Oil Spill incidence

### III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Must **have experience providing training services to DOT and other government agencies**
- Located in **Manila and/or Mindoro Oriental**
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TOR**

### IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE PROVIDER

- Current Mayor's / Business Permit / BIR Certification (*for individual*)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement
- Income / Business Tax Return

### V. SCOPE OF WORK/SPECIFICATIONS

#### A. Transportation

##### 1. Boat Fare

✚ **Guests: Two (2) FBSE Resource Speakers**  
June 25, 2023 – Batangas Port to Calapan Port

✚ **Guests: Two DOT Facilitator and Two (2) Training Resource Speakers**  
June 29, 2023 – Calapan Port to Batangas Port

## 2. **One (1) Van Hire within Mindoro Oriental and Makati to Batangas Port and Vice Versa**

- ✚ **Guests: DOT Facilitator, Staff, Resource Speaker, and FBSE Speakers**
  - June 25, 2023 – DOT Makati to Batangas Port
  - June 25, 2023 – Capalan City to Pola (Accommodation and Training Venue)
  - June 25, 2023 – Accommodation to Training Venue and Vice Versa
  - June 26, 2023 – Accommodation to Calapan Port, Training Venue and VV
  - June 27, 2023 – Accommodation to Training Venue and Vice Versa
  - June 28, 2023 – Accommodation to Training Venue and Vice Versa
  - June 29, 2023 – Accommodation to Calapan Port
  - June 29, 2023 – Batangas Port to DOT Makati Office

### **B. Accommodation with Daily Breakfast**

- One (1) Single/Twin Sharing Room for DOT Facilitators  
Check-in: June 25, 2023  
Check-out: June 29, 2023
- One (1) Single/Twin Sharing Room for Kulinarya Speakers  
Check-in: June 25, 2023  
Check-out: June 29, 2023
- One (2) Single/Twin Sharing Room for FBSE Resource Speakers  
Check-in: June 25, 2023  
Check-out: June 27, 2023

### **C. Meals**

1. AM/PM Snack and Lunch with Bottled Water for the Training proper  
Number of Pax: 105 pax  
Date of Training: June 26 to 29, 2023
2. Outside Meals
  - June 25, 2023 – Breakfast, Lunch and Dinner for 6 pax (Resource Speakers and Facilitators)
  - June 26 to 28, 2023 – Dinner for 4 pax (DOT Facilitators and Kulinarya Speakers)
  - June 29, 2023 – Lunch for 4 pax

### **D. Start-Up Kit**

Number of Sets: 100 sets

- ✓ Kitchen and Cooking materials such as apron, measuring cups, chopping board, weighing scale, food tongs.

### **E. Training Supplies**

Number of Sets: 30 sets

- ✓ Apron (10 pcs), Colored Towel, Hairnet (10 pcs.), Plastic Gloves (1 box), Hand Tissue, Manila Paper, Measuring Cups, Chopping Board, Weighing Scale, Food Tongs, Kitchen Knife, Meat (will depend on the speaker which kind).

### **F. Miscellaneous Fees**

1. Tarpaulin printing
2. Communication Expense
3. Training Materials (ID Lace, A4 Vellum Boards)
4. Contingency Fund

## **VI. APPROVED BUDGET FOR THE CONTRACT**

The approved Budget for the conduct of the activity is **FOUR HUNDRED THIRTY THOUSAND AND SIX HUNDRED PESOS (PHP 430,600.00)**, inclusive of amenities and all government taxes and charges as defined in this Terms of Reference.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total invoice amount.

The winning bid 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.

## **VII. PROJECT OFFICER/CONTACT PERSON**

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Tourism Regulation Division  
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