

TERMS OF REFERENCE

NC II HOUSEKEEPING TRAINING

Host Agency: DEPARTMENT OF TOURISM - MIMAROPA
Date of Implementation: June 6 to 8, 2022
Location: Boac, Marinduque

I. PROJECT RATIONALE AND OBJECTIVES

The training program aims to equip the participants with the basic knowledge or skills relating to housekeeping operations and services that can be used by all tourism stakeholders in dealing with their guests, as well as to develop customer handling skills which are important in projecting a professional image.

The province of Marinduque was identified as the venue for the event because it is recognized as an emerging tourist destination. Moreover, tourism – related enterprises (TREs) are increasing in number and tourists start to explore the area.

II. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Tour Operator**
- C. Located in the **Province of Marinduque**
- D. Must be willing to provide services on a **send bill arrangement**

DOCUMENTARY REQUIREMENTS REQUIRED WITH BID SUBMISSIONS

- 1. Mayor's/Business Permit
- 2. PHILGEPS Registration Number
- 3. Omnibus Sworn Statement
- 4. DOT Accreditation Certificate

III. SCOPE OF WORK / DELIVERABLES:

A. Transportation (Land and Sea)

- 1. June 5, 2022 (Sunday) – 2 Pax
 - Van hire: Pick up at Residence (Bulacan and Quezon City) to Accommodation at Marinduque
 - Boat ride: Dalahican Port to Marinduque Port
- 2. June 9, 2022 (Thursday) – 2 Pax
 - Van hire: Accommodation at Marinduque to Residence (Bulacan and Quezon City)
 - Boat Ride: Marinduque port to Dalahican Port

B. Accommodation with Breakfast

1. June 5 to June 9, 2022 (4 nights)
1 Single Occupancy Room – Speaker (1 Pax)
2. June 5 to June 9, 2022 (4 nights)
1 Single Occupancy Room – DOT Facilitator (1 Pax)

C. Function Venue with Meals / Workshop Requirements

1. Date of Function: June 6 to 8, 2022
2. Number of Participants: 35 pax
3. Meals
 - Plated AM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Plated Lunch with 1 round of drinks (iced tea or soft drinks)
 - Plated PM Snacks with 1 round of drinks (iced tea or soft drinks)
 - Free flowing Coffee
 - Water Dispenser
4. Registration table should be near the entrance of the function venue.
5. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
6. One table near the stage are shall be reserved for the speakers. It should be near the table for the laptop computer.
7. Classroom set-up (Social Distancing must be observed).
8. Aisles should be available in the middle and two sides.
9. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, pens and pads, Wi-Fi access.

D. Outside Meals

- June 5, 2022
Breakfast, Lunch and Dinner
Guests: 2 Pax (DOT facilitator and Speaker)
- June 6-8, 2022
Dinner
Guests: 2 Pax (DOT facilitator and Speaker)
- June 9, 2022
Lunch and Dinner
Guests 2 Pax (DOT facilitator and Speaker)

E. Miscellaneous

1. Backdrop Tarpaulin 12 sq. ft x 6 sq. ft (1 piece)
2. TESDA Assessment Fees and Transportation of participants (30 Pax)
3. Training Supplies

IV. BUDGET

Budget for the conduct of the event is **Three Hundred Five Thousand Five Pesos (Php 305,005.00)** 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.

V. CONTACT PERSON

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