

TERMS OF REFERENCE

I. PROJECT TITLE

PERSONAL BRANDING AND IMAGE QUOTIENT TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: November 17 - 19, 2021

Location: Coron, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip participants with the knowledge and skills on personal branding and how to develop confidence of the participants in dealing with tourists and guests. Likewise, it will focus on both social graces and protocol in order to prepare themselves with knowledge and expertise in hosting potential investors, high ranking officials and guests that will visit the above-stated Municipality.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Must be a **DOT Accredited Travel and Tour Operator**
- C. Located in the **National Capital Region or MIMAROPA Region**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement

V. SCOPE OF WORK / DELIVERABLES

A. Transportation

1. Land transportation from Residence to NAIA Airport and Vice-Versa for Resource Speaker on November 16 and 20, 2021
2. Flight from Manila to Coron and Vice-Versa for Resource Speaker on November 16 and 20, 2021 including all fees (30 kilograms' baggage allowance, terminal fee etc.)

B. Room Accommodation with Breakfast and Land Transfers

(must be a DOT Accredited Accommodation Establishment)

1. Single Room with breakfast (2 rooms) – Resource Speaker and DOT Staff

Duration: 4 nights

For Resource Speaker

Check-in: November 16, 2021

Checkout: November 20, 2021

Duration: 4 nights

For DOT Satellite Office Staff

Check-in: November 17, 2021

Check-out: November 20, 2021

C. Function / Workshop Requirements

(must be a DOT Accredited Accommodation Establishment with Function Hall/Venue)

1. Date of Function: November 17 -19, 2021 (3 days)
2. Number of Participants: 33pax + 1 DOT Facilitator + 1 Speakers
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. Capacity of the venue must be good for 30 pax to allow mobility for the workshop component;
5. Registration should be near the entrance of the function venue.
6. Entrance should have sanitization floor mat and alcohol dispenser.
7. Secretariat table should be inside the venue for easier facilitation and contact with speakers.
8. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer / Classroom set-up.
9. Aisles should be available in the middle and two sides, chairs for participants must follow social distancing protocols.
10. Must have available stage, podium, laptop, microphones / PA system, projection screen, LCD projector, white board and tech pen, WIFI access.

D. Meals

1. November 16, 2021: Lunch for 1 person
2. November 16, 2021: Dinner for 2 persons
3. November 17 -19, 2021: Dinner for 2 persons
4. November 20, 2021: Lunch for 1 person

E. Miscellaneous

1. RTPCR Test (1 pax)
2. Communication Allowance for DOT MIMAROPA Regional staff

3. Courier Expense
4. Supplies and Materials

VI. BUDGET

Budget for the conduct of the event is **One Hundred Fifty-nine Thousand and Three Hundred Twenty Pesos (Php 159,320.00)** inclusive of amenities and all government taxes and charges as defined in this Term 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. CONTACT PERSON

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