

TERMS OF REFERENCE

I. PROJECT TITLE

PERSONAL BRANDING AND IMAGE QUOTIENT TRAINING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA

Date: November 22 - 24, 2021

Location: Puerto Galera, Oriental Mindoro

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 Quezon City to Batangas Port and Vice-Versa for Resource Speaker on November 21 and 25, 2021
2. Land transportation from Calapan City to Puerto Galera and Vice-Versa for DOT Staff on November 21 and 25, 2021

3. Sea transportation from Batangas Port to Puerto Galera and Vice-Versa for Resource Speaker on November 21 and 25, 2021 (inclusive of terminal fees and environmental fees,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

Check-in: November 21, 2021

Checkout: November 25, 2021

C. Function / Workshop Requirements

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

1. Date of Function: November 22 -24, 2021 (3 days)
2. Number of Participants: 30pax + 1 DOT Facilitator + 1 Speakers + 3 LGU
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 21, 2021: Breakfast, Lunch and Dinner for 2 persons
2. November 22 - 24, 2021: Dinner for 2 persons
3. November 20, 2021: Lunch for 2 persons

E. Miscellaneous

1. Communication Allowance for DOT MIMAROPA Regional staff
2. Tarpaulin: Welcome Tarpaulin (4ft x 11ft) and Backdrop Tarpaulin (8ft x 11ft)
3. Supplies and Materials

VI. BUDGET

Budget for the conduct of the event is **Two Hundred Twenty-one Thousand and Two Hundred Twenty Pesos (Php 221,200.00)** 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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