

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM DEVELOPMENT DIVISION**

TERMS OF REFERENCE

(Services of Online Training Provider or Farm Schools with DOT Accreditation)

I. PROJECT TITLE

Revitalizing Farm Tourism Exciting Experiences

Host Agency: Department of Tourism MIMAROPA

Dates of Implementation: October to November 2020

II. PROJECT BACKGROUND

The Department of Tourism MIMAROPA will conduct a webinar series on Revitalizing Farm Tourism Exciting Experiences from October to November 2020 (4 runs – 3 hours per run). The workshop shall impart enhancement of knowledge to potential and accredited Farm Tourism Sites in the MIMAROPA Region on the Farm Tourism industry.

The webinar shall highlight the following topics:

1. Eco-friendly Farm Tourism Destination
2. Sourcing Local and Showcase Local Cuisine
3. Arts, Culture and Crafts Exploration and Integration to Farm Tourism
4. Localizing World Class Hospitality and Service in Farms

III. DOCUMENTARY REQUIREMENTS FOR ONLINE PROVIDERS

- Current Mayor's Permit / Business Permit / *BIR Certification (for Individual)*
- 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
- DOT Accreditation Certificate for Farm Tourism Sites with Farm School Certificate

IV. TECHNICAL DESCRIPTION / SPECIFICATIONS

Duly Licensed Online Training Provider/Farm School should be able to provide the following:

- Four (4) runs of online forum/webinar production with 3 hours per run;
- Program Development – curriculum relevant to industry needs and standards;
- Must have had Trainer experience with tourism stakeholders;
- Must have conducted seminars around the country;
- Engagement of Industry Experts as Resource Speakers;

- Platform set-up to ensure that training will run smoothly/Must have Zoom capability;
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the End-user;
- Provide Host and Moderator during the Webinar;
- Issuance of E-certificates/Certificates of Attendance;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation, zoom recording, and Post-activity Report;
- Must be residing in Metro Manila; and
- Must be able to provide the requirements on **send bill arrangement**

V. PROPOSED WEBINAR SCHEDULE

DATE	TARGET PARTICIPANTS	TOPIC	NO. OF PARTICIPANTS
October 23, 2020	MIMAROPA Accredited and potential farm tourism sites and Local Government Units	Eco-friendly Farm Tourism Destination	50 pax
October 30, 2020		Sourcing Local and Showcase Local Cuisine	50 pax
November 6, 2020		Arts, Culture and Crafts Exploration and Integration to Farm Tourism	50 pax
November 13, 2020		Localizing World Class Hospitality and Service in Farms	50 pax

VI. APPROVED BUDGET FOR THE CONTRACT

ONE HUNDRED FIFTY THOUSAND PESOS
(₱ 150,000.00) inclusive of all applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

MARC RAMIRO R. ORTIZ LUIS
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