

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM REGULATION DIVISION**

TERMS OF REFERENCE
(Services of Online Training Provider)

I. PROJECT TITLE

GENDER AND DEVELOPMENT (GAD) WEBINARS IN THE NEW NORMAL

Host Agency : Department of Tourism MIMAROPA

Dates of Implementation : August and September 2021

II. PROJECT BACKGROUND

The Department of Tourism (DOT) – MIMAROPA is introducing new online learning sessions that provide lectures and coaching to the tourism stakeholders and value added service in ways to mitigate the COVID-19 pandemic impact in the Region. The Online Learning Program was developed as an alternative to the regular trainings conducted by this Regional office to give the tourism stakeholders the opportunity to gain knowledge and insights during this period of Community Quarantine and post COVID-19 situation.

Consistent with the *Bayanihan to Heal as One Act*, the program is one of the activities identified by the DOT to assist and encourage the stakeholders as they cope transition and adapt to the New Normal.

III. DOCUMENTARY REQUIREMENTS FOR ONLINE PROVIDERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (*For ABC's above PhP 500,000.00*)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- Submission of Titles, Topics, Objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons on or before closing of PHILGEPs posting for interested bidders

IV. TECHNICAL DESCRIPTION / SPECIFICATIONS

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

- Four (4) modules in eight (8) runs of online forum/webinar production with maximum of 3 hours per module;
- Program Development – curriculum relevant to GAD industry needs and standards;
- Must have had Trainer experience with LGUs or NGAs;
- Must have conducted seminars around the country;
- Must have worked with DOT or affiliate agencies;

- Engagement of Industry and GAD Experts as Resource Speakers;
- Platform set-up to ensure that training will run smoothly/Must have Zoom and Streamyard capability;
- Must produce Infographics each for the 7 modules
- 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 Participation;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation 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 MODULES

1. MENTAL WELLNESS AND CONDITIONING AMID A PANDEMIC

(2 runs)

OBJECTIVE

- To provide participants with the best practices on how to cope up from stress and challenges brought about by the Pandemic.

TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises and Local Government Units

2. HEALTHY LIFESTYLE IN THE NEW NORMAL

(2 runs)

- To provide participants with healthy food choices to strengthen immune system to fight the COVID-19 virus.

TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises and Local Government Units

3. WOMEN EMPOWERMENT

(2 runs)

OBJECTIVE

- To provide a webinar to encourage women to take up space in the tourism industry and become achievers/leaders.

TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises and Tour Guides; and Local Tourism Officers

4. REINVENTING YOURSELF IN TOURISM IN THE NEW NORMAL

(2 runs)

OBJECTIVE

- To provide a webinar on enhancing personality development focusing on power dressing in the tourism industry in the New Normal.

TARGET PARTICIPANTS

80 persons from DOT MIMAROPA Accredited Tourism Enterprises (TEs) and Tour Guides; and Local Government Units

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **Four Hundred Eighty Thousand Pesos (Php 480,000.00)**, inclusive of applicable taxes and fees.

The winning bid shall be determined based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure **(send bill arrangement)**. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon completion of webinars conducted.

VIII. COMPLIANCE TO SPECIFICATIONS/PROVISIONS

- The **WINNING BIDDER**, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the submission of titles, topics, objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons.
- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR, and above-mentioned over-all compliance as approved by the **DOT-MIMAROPA END USER** and that any and all resulting defects or deviations shall be corrected by the **WINNING BIDDER** at its own expense immediately upon being informed thereof by the **DOT-MIMAROPA END USER**.
- The **WINNING BIDDER** shall hold in confidence all confidential information which comes to their knowledge and shall not use, reproduce, nor disclose to

others the approved modules listed above except to those persons entrusted/authorized by the **DOT-MIMAROPA END USER**.

IX. PROJECT OFFICER/CONTACT PERSON

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