

## TERMS OF REFERENCE

### NC II HOUSEKEEPING

Host Agency: DEPARTMENT OF TOURISM – MIMAROPA  
Date of Implementation: September 6-8, 2021  
Location: El Nido, Palawan

#### I. PROJECT RATIONALE AND OBJECTIVES

The training programs aim 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 Municipality of El Nido 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 Palawan**
- 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 (Air)

##### Guests: 1 pax (1 DOT Resource Speaker)

➤ Mr. Santos Buenvenida

1. September 05, 2021 (Sunday)
  - 1 Airline tickets: Manila to El Nido / 20kgs (Early Flight)
2. September 09, 2021 (Thursday)
  - 1 Airline ticket: El Nido to Manila / 20kgs
3. Grab fare of DOT Resource Speaker  
(Residence to NAIA Terminal 3 – NAIA Terminal 3 to Residence)

## **B. Accommodation with Breakfast and Shuttle to Airport**

1. One (1) room
  - 1 Single occupancy for DOT Resource Speaker (Sept. 5-9, 2021) 4 nights

Duration: 4 nights

- Check-in: September 05, 2021
- Check-out: September 09, 2021

2. One (1) room
  - 1 Single occupancy for DOT Facilitator (Sept. 6-9, 2021) 3 nights

Duration: 3 nights

- Check-in: September 06, 2021
- Check-out: September 09, 2021

## **C. Function / Workshop Requirements**

1. Date of Function: September 6-8, 2021
2. Number of participants: 37 pax
3. Meals
  - Plated AM Snacks with 1 round of drinks (soft drinks)
  - Plated Lunch with 1 round of drinks (soft drinks)
  - Plated PM Snacks with 1 round of drinks (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 area 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, WIFI access.

## **D. Outside Meals**

- September 5, 2021  
Lunch and Dinner  
Guests: 1 pax (1 DOT Speaker)
- September 6-8, 2021  
Dinner  
Guests: 2 pax (1 DOT Facilitator and 1 DOT Speaker)
- September 9, 2021  
Lunch

Guests: 1 pax (1 DOT Speaker)

**E. Miscellaneous**

1. Backdrop tarpaulin 10sq. ft. x 5 sq. ft. = 1 pc  
(see attached design)
2. Communication Allowance
3. TESDA Assessment Fees of participants
4. Cargo Fee for Training Supplies and Kits
5. RT-PCR TESTS

**IV. BUDGET**

Budget for the conduct of the event is Two Hundred Fifty-Three Thousand and Ninety-One Pesos (Php 253,091.00) 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.

**V. CONTACT PERSON**

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