

TECHNICAL SPECIFICATION FOR THE SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE CONDUCT OF DOT'S 2ND INTERNAL QUALITY AUDIT ON 17-31 OCTOBER 2022

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT TITLE** : DOT's 2nd Internal Quality Audit for FY 2022
- III. **PROJECT DATE** : 17-31 October 2022

PURPOSE/ OBJECTIVE : The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing land transport service and domestic airfare for the conduct of DOT's 2nd Internal Quality Audit for FY 2022

IV. SCOPE OF WORK

a. Accommodation

- Hotel within one (1) km radius from DOT Makati Central Office
- One (1) Twin-sharing room with complementary breakfast
Check-in: 18 October 2022
Check-out: 21 October 2022
- With WiFi access
- Meals Requirements
 - Dinner for 2 pax on 18 to 20 October 2022
 - Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)
- Transportation Requirements
 - Roundtrip Airport Transfer on 18 and 21 October 2022 for 2 pax
 - Must include: well-groomed Driver, Driver's meal, fuel, toll fees, parking fee, and any applicable fees

b. Flight (Airfare and luggage)

Date	Route	Preferred Departure Time	Number of Pax	Remarks
Oct. 18	Manila – Tuguegarao	0600H – 0700H	2	With at least 20kgs luggage allowance
Oct. 20	Tuguegarao – Manila	Afternoon flight	2	With at least 20kgs luggage allowance
Oct. 18	Butuan – Manila	1500H – 1600H	2	With at least 20kgs luggage allowance
Oct 21	Manila – Butuan	1400H – 1500H	2	With at least 20kgs luggage allowance

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Oct. 20	Manila – Gen. Santos	0600H – 0700H	2	With at least 20kgs luggage allowance
Oct. 22	Gen. Santos – Manila	Afternoon flight	2	With at least 20kgs luggage allowance
Oct. 24	Manila – Tacloban	0600H – 0700H	2	With at least 20kgs luggage allowance
Oct. 26	Tacloban – Manila	Afternoon flight	2	With at least 20kgs luggage allowance
Oct. 23	Manila – Legazpi	1500H – 1600H	2	With at least 20kgs luggage allowance
Oct. 26	Manila – Legazpi	1000H – 1100H	2	With at least 20kgs luggage allowance
Oct. 24	Manila – Butuan	1400H – 1500H	2	With at least 20kgs luggage allowance
Oct. 26	Butuan - Manila	Night Flight	2	With at least 20kgs luggage allowance
Oct. 24	Manila – Cebu	1400H – 1500H	2	With at least 20kgs luggage allowance
Oct. 26	Cebu - Manila	Night Flight	2	With at least 20kgs luggage allowance
Oct. 25	Manila – Davao	1300H – 1400H	2	With at least 20kgs luggage allowance
Oct. 26	Davao - Manila	Night Flight	2	With at least 20kgs luggage allowance
Oct. 26	Manila – Ilo-ilo	0500H – 0600H	2	With at least 20kgs luggage allowance
Oct. 28	Ilo-ilo - Manila	Afternoon flight	2	With at least 20kgs luggage allowance
Oct. 26	Manila – Zamboanga	1300H – 1400H	2	With at least 20kgs luggage allowance
Oct. 29	Zamboanga - Manila	Morning flight	2	With at least 20kgs luggage allowance

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Requirements:

- Ticket is rebookable.
- If above flights are fully booked, the supplier may present the next available option provided that it will not exceed the ABC
- Name of passengers and itinerary will be provided upon final confirmation
- Regular Economy Fare
- All are direct flights
- Include Travel Insurance
- Show breakdown of quotation

Note:

The Department of Tourism shall pay only for the tickets that were issued upon final confirmation from the end-user.

c. Land Transport Service

Days	Route	Remarks
4 days	Oct. 16 – DOT Makati to (DOT Region 4A) Calamba, Laguna Oct. 17-18 – Calamba, Laguna Oct. 19 – DOT 4A, Calamba, Laguna to DOT Makati	1 car
4 days	Oct. 19 – DOT Makati to (DOT CAR) Baguio City Oct. 20-21 – Baguio City Oct. 22 – DOT CAR, Baguio City to DOT Makati	1 car
4 days	Oct. 19 – DOT Makati to (DOT Region 1) San Fernando, La Union Oct. 20-21 – San Fernando, La Union Oct. 22 – DOT Region 1, San Fernando, La Union to DOT Makati	1 car
4 days	Oct. 26 – DOT Makati to (DOT Region 3) Clark, Pampanga Oct. 27-28 – Clark, Pampanga Oct. 29 – DOT Region 3, Clark, Pampanga to DOT Makati	1 car

Requirements:

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.

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- Travel Insurance
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

V. **BUDGET**

The approved total budget is **Four Hundred Fifty Thousand Two Hundred and 46/100 (Php 450,200.46)**, inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the FY 2022 GAA of the Planning Service subject to existing accounting and auditing rules.

VI. **CONTACT PERSON**

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APPROVED BY:


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