

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : **SERVICE PROVIDER/EVENT MANAGEMENT COMPANY (EMC)**
- II. **PROJECT TITLE** : **DOT PARTICIPATION IN THE 10th REGIONAL TRAVEL FAIR (RTF)**
- III. **PROJECT DATE & VENUE** : October 27-31, 2022 in Nuvali, Sta. Rosa, Laguna

### IV. **MINIMUM REQUIREMENTS**

1. Must be DOT-accredited EMC/Service Provider
2. Must be willing to provide services on send-bill arrangement

### V. **SCOPE OF WORK AND DELIVERABLES**

1. One key coordinator from the winning establishment to physically supervise all the ground arrangement and requirements of the DOT delegation and their participation from point of origin (NCR) to activity venue (Sta. Rosa, Laguna), and back to the point of origin;
2. Single room accommodation per delegate (including breakfast)
3. Meals (lunch and dinner), and morning and afternoon snacks
4. Coaster rental during travel time from NCR-Laguna-NCR and during the event (inclusive of local professional driver who is has expertise/knowledge with the routes going to and within Laguna, driver's standard fees including OT, applicable toll and parking fees, and other needs of the driver as necessary)
5. Inspection/tour of wellness facilities within Laguna as post-event activity (w/ tour guide)
6. Design, set-up and dismantling of the DOT booth (including the materials/equipment and manpower required; to be approved by DOT)
7. IEC materials: give-aways (Health and Safety Kit), printing of the Health and Wellness Care tour package, roll-up banners; backdrop
8. Health and safety kit for the DOT delegation including the tour guide and local driver (9 pax) and pre-paid communication load;

All details of the above are identified in the following table:

	<b>Item</b>	<b>Details</b>	<b>Date</b>	<b>No. of Pax</b>
1.	Accommodation	single room per pax; with breakfast; minimum four stars or similar	October 27-31, 2022	7 pax
2.	Transportation (DOT Accredited company)	1 unit of coaster for the DOT delegation; 20-24 pax capacity; one seat apart of passengers in compliance to Covid-19/variants protocol	October 27-31, 2022	
3.	Meals	Lunch	October 27-31, 2022	7 pax
		Dinner	October 27-30, 2022	7 pax
		Snacks (am and pm per day)	October 27-31, 2022	7 pax
4.	Booth design, set-up and dismantling including required materials/ equipments (as necessary)	1 booth space; size - 3 x 3 sq. meters	October 27-30, 2022	X

5.	IEC Materials	3 Roll-up Banners with stand (size: .2.75ft width x 6.5ft height; design, theme and content should be aligned with the current DOT campaign brand; hi-resolution)	X	X
		Design and printing of the two Health and Wellness Tour Packages (200 copies/booklets; 20-25 pages per booklet; hi-resolution)	X	X
6.	Inspection of wellness facilities (Post-event tour with tour guide)	Potential wellness facilities located in Sta. Rosa and other towns within Laguna	October 31, 2022 (9:00AM – 4:00PM)	7 pax
7.	Giveaways	400 pcs (e.g. health and safety kit) for distribution at the DOT Booth;	October 28-30, 2022	X
8.	Other miscellaneous expenses			
	a. Health and safety kit/pouches	9 kits/pouches (for the DOT delegation including tour guide and driver); per pouch includes alcohol 75ml, hand sanitizer and facial tissue good for 5 days, face masks (7 boxes with minimum of 20 pcs/box)	X	9 pax
	b. Bottled Drinking Water	24 bottles (500mg per bottle) for consumption of the DOT delegation	October 27- 31, 2022	X
	c. Pre-paid load	P500.00 worth		1 pax

## VI. BUDGET

Total approved budget is **SEVEN-HUNDRED THIRTY-ONE THOUSAND PESOS (Php731,000.00)** inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the TechSpecs and with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Project expenses shall be charged to the 2022 OPMD-WFP.

## VII. CONTACT PERSON

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