

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Service Provider  
 II. **PROJECT TITLE** : Local Inspection of Volontourism Programs in Region VIII  
 III. **PROJECT DATE** : November 18 to 23, 2022

### IV. MINIMUM REQUIREMENTS

1. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT) and registered with the Philippine Government Electronic Procurement System (PhilGEPS)
2. Must be willing to provide services on a send-bill arrangement

### V. SCOPE AND WORK DELIVERABLES

1. Ground arrangement for tour package, roundtrip airfare, and airport transfers with provisions for transportation of luggage, accommodation, full board meals, one (1) tour guide throughout the trip.
2. Van Rental (inclusive of professional driver fees, driver's accommodation and meals, and applicable toll and parking fees)
3. COVID-19 RT-PCR Test for the DOT Team. Test results must be available within 24 hours.

### PREFERRED FLIGHTS (MNL-TAC-MNL)

Date	No. of Pax	Remarks
November 18, 2022	3 pax	MNL – TAC Preferred departure time: Between 10:00 AM and 1:00 PM 20 KG per person
November 23, 2022	3 pax	TAC - MNL Preferred departure time: Between 5:00 PM and 7:00 PM 20 KG per person

\*If the flights on the above preferred departure time have been fully booked, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.

### VAN RENTAL

Date	No. of Units	Capacity and Route
November 18, 2022	1 van for DOT	No. of Pax: 4 Route: Within Tacloban Rental Period: 20 hours
November 19, 2022	1 van for DOT	No. of Pax: 4 Route: Tacloban-Southern Leyte Rental Period: 20 hours
November 20, 2022	1 van for DOT	No. of Pax: 4 Route: Southern Leyte to Biliran Rental Period: 20 hours
November 21, 2022	1 van for DOT	No. of Pax: 4 Route: Biliran to Tacloban Rental Period: 20 hours
November 22, 2022	1 van for DOT	No. of Pax: 4 Route: Within Tacloban Rental Period: 20 hours
November 23, 2022	1 van for DOT	No. of Pax: 4 Route: Within Tacloban

**RT-PCR COVID-19 TEST**

Date	No. of Pax	Remarks
November 17, 2022	4 pax	Pre-travel RT-PCR test
November 24, 2022	4 pax	Post-travel RT-PCR test

**TACLOBAN ACCOMMODATION (DOT Accredited hotel in Tacloban)**

Participants	Room Type	Meals	Check-In	Check Out
4 pax	Single Occupancy (1 pax/room)	Breakfast	November 18, 2022	November 19, 2022

Participants	Room Type	Meals	Check-In	Check Out
4 pax	Single Occupancy (1 pax/room)	Breakfast	November 20, 2022	November 23, 2022

**ORMOC ACCOMMODATION (DOT Accredited hotel in Ormoc)**

Participants	Room Type	Meals	Check-In	Check Out
4 pax	Single Occupancy (1 pax/room)	Breakfast	November 19, 2022	November 20, 2022

**MEALS**

Date	No. of Pax	Remarks
November 18, 2022	4 pax	Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person
		Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person
November 19, 2022	4 pax	Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person
		Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person
November 20, 2022	4 pax	Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person
		Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person
November 21, 2022	4 pax	Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person
		Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person
November 22, 2022	4 pax	Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person
		Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person
November 23, 2022	4 pax	Plated Lunch (1 main course and 1 dessert) with 1 drink (juice or soda) per person
		Plated Dinner (1 main course and 1 dessert) with 1 drink (juice or soda) per person
	100 pax	Kid's meal

**TRAVEL ITINERARY**

Date	No. of Pax	Remarks
November 18, 2022	4 pax	<ul style="list-style-type: none"> <li>• Arrival</li> <li>• Lunch Meeting with DOT Region VIII</li> </ul>


		<ul style="list-style-type: none"> <li>• Tacloban City Half Day Tour</li> <li>• Overnight in Tacloban</li> </ul>
November 19, 2022	4 pax	<ul style="list-style-type: none"> <li>• Travel to Southern Leyte</li> <li>• Sambawan Island Day Tour</li> <li>• Inspection of Dive Facilities in Padre Burgos and Macrohon, Southern Leyte</li> <li>• Meeting with Southern Leyte State University, Southern Leyte Provincial Tourism Officer, Local Tour Operators, and Dive Resort representative regarding voluntourism activities (coral reef rehabilitation)</li> <li>• Overnight in Ormoc</li> </ul>
November 20, 2022	4 pax	<ul style="list-style-type: none"> <li>• Travel to Biliran</li> <li>• Kalanggaman Island Tour</li> <li>• Overnight in Tacloban</li> </ul>
November 21, 2022	4 pax	<ul style="list-style-type: none"> <li>• Ulot River Torpedo Extreme Boat Adventure</li> <li>• Overnight in Tacloban</li> </ul>
November 22, 2022	4 pax	<ul style="list-style-type: none"> <li>• Northwest Leyte Tour</li> <li>• Overnight in Tacloban</li> </ul>
November 23, 2022	4 pax	<ul style="list-style-type: none"> <li>• Site visits and Key Informant Interviews in Volunteer for the Visayans facilities in Brgy. Sto. Niño, Tacloban</li> <li>• Departure</li> </ul>

#### VI. BUDGET


The total working budget is **TWO HUNDRED FORTY-NINE THOUSAND FIVE HUNDRED PESOS** (Php 249,500.00) inclusive of professional fees, taxes, and other applicable fees.

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

#### VII. CONTACT PERSON

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#### APPROVED BY:

  
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