

TECHNICAL SPECIFICATIONS

Expansion of the DOT Accreditation Menu of Incentives (*Mindanao Cluster*) (Target Implementation Date: April 2023)

I. PROJECT

Procurement of Domestic Airfare, Lease of Venue (Meals and Accommodation) & Van Rental for the Mindanao Cluster of the Conduct of Sectoral Focus Group Discussions on the Expansion of the DOT Accreditation Menu of Incentives

II. PROJECT DESCRIPTION AND OBJECTIVES

Following the directive of the Secretary, in cognizance to the President Bongbong Marcos' recognition that tourism is a major economic driver for the country's recovery, the Office of Tourism Standards and Regulation is expanding the existing Menu of Incentives for DOT Accreditation. OTSR-PIED will be conducting sectoral focus group discussion to encourage private sector participation and ensure that industry demands are heard and considered in the crafting of an expanded menu of DOT Accreditation Incentives.

III. PROCUREMENT REQUIREMENTS

The service provider shall meet the following minimum requirements:

- Must be PHILGEPS registered
- Must be willing to provide services on a send bill arrangement
- Accommodation must be DOT-Accredited
- Venue must be the same as accommodation of the 5pax and must be located in Davao City
 - a. Function Room Requirement
 - i. Use of Function Room that can comfortably accommodate 50pax banquet or U-shape meeting set up following the health and safety protocols for **April 25, 2023, 10:00 am to 05:00 pm**
 - ii. Lunch for 50pax during the Focus Group Discussions
 - iii. Free flowing coffee and tea
 - iv. Bottled water per person
 - v. Registration table near the entrance of the function venue.
 - vi. Secretariat table inside the venue for easier facilitation
 - vii. Must have the following basic function requirements:
 - Strong internet connection - capable of providing reasonable connection to participants
 - Podium for speakers
 - Basic sound system with functional wireless microphones for speakers and at least 2 additional microphones with stand for participants situated at the middle of the function room
 - Projector screen/s and LCD projector/s appropriate to the size and set up in the venue
 - Pencils/pens and pads set up in the tables of participants

- Designated IT/Technical personnel to assist during the seminar with at least one (1) back-up laptop as support to the secretariat

b. Accommodation Requirement

Two (2) nights' accommodation stay with breakfast for five (5) pax

- One (1) - Single Room
- Two (2) - Twin Sharing Room

| | |
|-----------|----------------|
| Check In | April 24, 2023 |
| Check Out | April 26, 2023 |



- Shuttle Service of OTSR Personnel (5pax) from Airport to Hotel and vice versa
 - a. Airport Pick-up: April 24, 2023
 - b. Airport Drop-off: April 26, 2023
- Roundtrip Airfare for 5pax with 20 kilos check in baggage

| Flight | Date | Time |
|--------------|----------------|-----------------------------|
| Manila-Davao | April 24, 2023 | preferably Afternoon Flight |
| Davao-Iloilo | April 26, 2023 | preferably mid-day flight |


IV. BUDGET OF THE PROJECT – Php185,281.99

The amount shall be charged against the 2023 GAA of the Project and Investment Evaluation Division.

VII. PROJECT OFFICER / CONTACT PERSON:

 
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Approved by:


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