

TECHNICAL SPECIFICATIONS

Strategic Planning Workshop and Target Setting June 27-30, 2023, Puerto Galera Mindoro

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT DATE** : June 27-30, 2023 | Puerto Galera, Mindoro
- III. **MINIMUM REQUIREMENTS**
 - a. Must be accredited by the DOT
 - b. Must be willing to provide services on send-bill arrangement
- IV. **SCOPE AND WORK DELIVERABLES**
 - a. Function Room for June 2023
 - b. Accommodation for all participants in Mindoro on June 27-30, 2023
 - c. Ground Transportation from DOT to Batangas Pier v.v
 - d. Van Rental Balatero/ Berberabe Port to Hotel v.v
 - e. Boat Fares from Batangas Pier to Puerto Galera

ACCOMMODATION REQUIREMENTS IN MINDORO – Php 69,300.00

- Eleven (11) twin-sharing rooms and Two (2) Single rooms
*with breakfast (number of rooms subject to change depending on the number of confirmed participants)
- Check-in: June 27, 2023
- Check-out: June 30, 2023
- Accommodation must be DOT-accredited and must be located within Puerto Galera, Mindoro
- Inclusions: Strong Wi-Fi connection

VENUE REQUIREMENTS / FUNCTION ROOM – Php 50,000.01

- Must be able to accommodate at least 21 pax (classroom setup)
- From 0800H – 1800H inclusive of AM and PM Snacks, and Lunch on June 27-30, 2023
- Free flowing coffee/hot chocolate/tea and water station with nuts, and candies.
- Projector and large projector screen/s
- Public Address System (Speakers, 2 wireless microphones and 2 wired microphones with stand)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants
- Use of LCD projectors, screens and laptops
- Printers with toner and paper

TRANSPORTATION REQUIREMENTS – Php 98,065.93

- Ground Transportation (Coaster) from DOT to Batangas Pier v.v
- Van Rental Balatero/ Berberabe Port to Hotel v.v (2 vans x 3 days)
- Boat Fares from Batangas Pier to Puerto Galera
- Route: Within Puerto Galera, Mindoro, June 27-30, 2023 Service during the Workshop
- Inclusive of the meals and accommodation of the Driver/s
- Inclusive of fuel and other expenses such as toll and parking fees
- Participants: 21 pax

MEALS - Php 76,440.00

- Restaurant must be within Mindoro, Puerto Galera
- Participants: 21 pax
- June 27-30, 2023 (breakfast, lunch and dinner)
- Meals for preparatory and post meeting (be deliver prior June 27 and after June 30, 2023)

SUPPLIES & MATERIALS- Php 5,377.00

- Workshop supplies as per attached cost basis

BUDGET

- Total project cost is **Two Hundred Ninety-Nine Thousand One Hundred Eighty Two and Ninety Four Centavos (299,182.94)**
- Cost proposal must be submitted with an itemized breakdown.
- 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.
- Terms of payment to the winning bidder shall be in accordance with the government procedure.

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