

**TECHNICAL SPECIFICATION FOR THE SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE CONDUCT OF DOT'S 1<sup>st</sup> INTERNAL QUALITY AUDIT ON 01-18 JUNE 2023**

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT TITLE** : DOT's 1<sup>st</sup> Internal Quality Audit for FY 2023
- III. **PROJECT DATE** : 01-18 June 2023

**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 accommodation, meals, land transport service and domestic airfare for the conduct of DOT's 1<sup>st</sup> Internal Quality Audit for FY 2023

**IV. SCOPE OF WORK**

**a. Meals**

- 300 Packed AM snacks with bottled juice or soda (sandwich/burger/pasta/any heavy snack)
- 150 Packed lunch with 3 viands (1 vegetable, 2 of the following: pork, chicken, fish or beef), rice, dessert, and bottled juice or soda
- 300 Packed PM snacks with bottled juice or soda (sandwich/burger/pasta/any heavy snack)
- Free flowing coffee / tea and water with chips / nuts / candies
- All with utensils

<b>June 01, 2023</b>	
AM Snacks	60 packs
Lunch	35 packs
PM Snacks	60 packs
<b>June 02, 2023</b>	
AM Snacks	60 packs
Lunch	25 packs
PM Snacks	25 packs
<b>June 05, 2023</b>	
AM Snacks	60 packs
Lunch	25 packs
PM Snacks	70 packs
<b>June 06, 2023</b>	
AM Snacks	60 packs
Lunch	25 packs
PM Snacks	70 packs
<b>June 07, 2023</b>	
AM Snacks	60 packs
Lunch	40 packs
PM Snacks	75 packs

- **Note:** *Serving portions should be incorporated in the proposal, preferably with pictures. For discussion. Likewise, menu shall be subject to the approval of the end-user and Itinerary may be subject to change provided that the end-user must give notice.*

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**b. Accommodation**

- Hotel within one (1) km radius from DOT Makati Central Office
- One (1) Single room with complementary breakfast  
Check-in: 04 June 2023  
Check-out: 05 June 2023
- One (1) Single room with complementary breakfast  
Check-in: 05 June 2023  
Check-out: 08 June 2023
- With WiFi access
- Meals Requirements
  - Dinner for 1 pax on 04 June 2023
  - Dinner for 2 pax on 05 June 2023
  - Dinner for 1 pax on 06-07 June 2023
  - Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)
- Transportation Requirements
  - Airport Transfer on 04 and 05 June 2023 for 1 pax
  - Airport Transfer on 05 and 08 June 2023 for 1 pax
  - Must include: well-groomed Driver, Driver's meal, fuel, toll fees, parking fee, and any applicable fees

**c. Flight (Airfare and luggage)**

<b>Date</b>	<b>Route</b>	<b>Preferred Departure Time</b>	<b>Number of Pax</b>	<b>Remarks</b>
June 4	Davao – Manila	1800H - 1900H	1	With at least 20kgs luggage allowance
June 5	Manila – Davao	2100H -2200H	1	With at least 20kgs luggage allowance
June 5	Legazpi – Manila	0700H – 0800H	1	With at least 20kgs luggage allowance
June 8	Manila – Legazpi	2100H – 2200H	1	With at least 20kgs luggage allowance
June 13	Manila – Legazpi	0500H – 0600H	2	With at least 20kgs luggage allowance
June 15	Legazpi – Manila	1800H – 1900H	2	With at least 20kgs luggage allowance
June 13	Manila – Gen. Santos	0600H – 0700H	2	With at least 20kgs luggage allowance
June 15	Gen. Santos - Manila	1500H – 1600H	2	With at least 20kgs luggage allowance

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June 13	Manila – Ilo-ilo	0400H – 0500H	2	With at least 20kgs luggage allowance
June 14	Ilo-ilo - Manila	1900H – 2000H	1	With at least 20kgs luggage allowance
June 15	Ilo-ilo - Manila	1400H – 1500H	1	With at least 20kgs luggage allowance
June 13	Manila – Tacloban	0400H – 0500H	2	With at least 20kgs luggage allowance
June 15	Tacloban – Manila	1600H – 1700H	2	With at least 20kgs luggage allowance
June 13	Manila to Davao	0500H – 0600H	2	With at least 20kgs luggage allowance
June 15	Davao to Manila	1900H – 2000H	2	With at least 20kgs luggage allowance
June 13	Manila – Cagayan De Oro	0400H – 0500H	2	With at least 20kgs luggage allowance
June 15	Cagayan De Oro – Manila	1800H – 1900H	2	With at least 20kgs luggage allowance
June 14	Manila – Tuguegarao	0600H – 0700H	2	With at least 20kgs luggage allowance
June 16	Tuguegarao – Manila	1200H – 1300H	2	With at least 20kgs luggage allowance
June 14	Manila – Butuan	0400H – 0500H	2	With at least 20kgs luggage allowance
June 16	Butuan – Manila	1600H – 1700H	2	With at least 20kgs luggage allowance
June 15	Manila – Cebu	0600H – 0700H	2	With at least 20kgs luggage allowance
June 16	Cebu - Manila	1800H – 1900H	1	With at least 20kgs luggage allowance
June 17	Cebu - Manila	1600H – 1700H	1	With at least 20kgs luggage allowance
June 15	Manila – Zamboanga	0400H – 0500H	2	With at least 20kgs luggage allowance

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June 17	Zamboanga - Manila	1700H – 1800H	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.

**d. Land Transport Service**

<b>Days</b>	<b>Travel Order Date</b>	<b>Route/Itinerary</b>	<b>Remarks</b>
4 days	<b>June 04-07</b> Pick up - June 4, 1400H	<b>June 4</b> – DOT Makati to (DOT Region 4A) Calamba, Laguna <b>June 5-6</b> – Calamba, Laguna <b>June 7</b> – DOT 4A, Calamba, Laguna to DOT Makati	1 car
3 days	<b>June 12 – 14</b> Pick up – June 12, 1200H  <i>*3 days only due to scheduled audit of DOT-CAR on June 15*</i>	<b>June 12</b> – (DOT CAR) Baguio to (DOT Region 3) Angeles, Pampanga <b>June 13-14</b> – Angeles, Pampanga <b>June 14</b> – DOT Region 3, Angeles, Pampanga to DOT CAR, Baguio	1 car
4 days	<b>June 12 – 15</b> Pick up – June 12, 1100H	<b>June 12</b> – DOT Makati to (DOT Region 1) La Union <b>June 13-14</b> – La Union <b>June 15</b> – DOT Region 1, La Union to DOT Makati	1 car
4 days	<b>June 14 – 17</b> Pick up – June 14, 1100H	<b>June 14</b> – DOT Makati to (DOT CAR) Baguio City <b>June 15-16</b> – Baguio City <b>June 17</b> – DOT CAR, Baguio City to DOT Makati	1 car

**Requirements:**

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Travel Insurance
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism

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- 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 **Seven Hundred Ninety Two Thousand One Hundred Sixty Five and 91/ 100 (Php 792,165.91)**, 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 2023 GAA of the Planning Service subject to existing accounting and auditing rules.

VI. **CONTACT PERSON**

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**APPROVED BY:**

  
**MILAGROS Y. SAY** *mt*  
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