

TECHNICAL SPECIFICATIONS

Tourism Investment Regional Officers' Retooling Seminar

(Target Implementation Date: June 26-30)

I. PROJECT

Procurement of Ground Handling Services (Domestic Airfare, Venue, Meals, Accommodation & Van Rental)

II. PROJECT DESCRIPTION AND OBJECTIVES

To strengthen the Department Order 2018-14, Prescribing the New Guidelines on the Endorsement of Tourism Investments by the Department of Tourism to the Board of Investments (BOI) and the Philippine Economic Zone Authority (PEZA), the Office of Tourism Standards and Regulation - Project and Investment Evaluation Division (OTSR-PIED) will be conducting the Tourism Investment Regional Officers' Retooling Seminar to give the Regional Offices' Investment Officers an update on new investment laws and give a refresher course on the processes of endorsement. This seminar will also teach the Investment Officers on how to conduct due diligence inspection.

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 is encouraged to be the same as the accommodation of the 51 pax and must be located in Basco, Batanes If not possible to fit all participants in the same accommodation, others can be in another accommodation.

a. Function Requirement

- i. Whole day use of Function Room that can comfortably accommodate 51 pax banquet or classroom type meeting set up following the health and safety protocols for **June 26 to 29, 2023 (8 am to 5 pm)**
- ii. Meals for 51 pax

Breakfast	June 26-30
Lunch	June 26-30
Dinner	June 26-29

- 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

- a. 5 days/4 nights accommodation stay with breakfast for five 51 pax
 3 pax- single room
 48 pax- triple/double sharing

Check In	June 26, 2023
Check Out	June 30, 2023

- Van Service of DOT personnel (51 pax) from Airport to Hotel and vice versa and will also be used for the site inspection of properties
- Roundtrip Airfare for 11 pax with 20 kilos check in baggage

Flight	Date	Time
Manila-Basco	June 26, 2023	Morning flight
Basco-Manila	June 30, 2023	Morning flight


Must be rebookable and refundable.

Note: Book to June 27 if June 26 flight is full. Book June 29 if June 30 flight is full.

IV. BUDGET OF THE PROJECT – 809,344.93

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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