



TECHNICAL SPECIFICATIONS

(Ground Handler)

PROJECT TITLE: PROCUREMENT OF GROUND HANDLING SERVICE FOR THE SURFING COACH LEVEL 2 CERTIFICATION PROGRAM

DATE / VENUE OF IMPLEMENTATION: 19 – 25 June 2023 / Zambales

I. BACKGROUND:

- A. Target Participants: Surfing Instructors with Level 1 Certification endorsed by their respective local surfing associations / LGUs.
- B. Target number of participants: 30 Surfing Instructors
- C. Training Provider: Internationally recognized Surfing Instructors Certifying Institution/ Organization
- D. Event Type: In-person / Face-to-Face
- E. Target Date of Implementation
 - June 19 – 25 2023, inclusive if travel time
- F. Time: 8:00 AM – 5:00 PM (8 hours training per day for five (5) days)

II. OBJECTIVES:

- To train the existing Surfing Instructors with Level 1 Surfing Instructor Certification to Surfing Coach (Level 2) Certification so they can prepare and deliver surfing lessons up to advanced level.
- To create a pool of Surfing Coach who can deliver a Surfing Instructor Level 1 Certification once they pass the assessment to be conducted by the training provider.
- To help increase the number of accredited surfing instructors following the promulgation of the DOT Memorandum Circular No. 2020-001 or the *Rules and Regulation To Govern the Accreditation of Surfing Camps and Filipino Surfing Instructors*.

III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must have rendered services preferably with DOT or other government agencies
- Start-up companies/ organizations are welcome but have been in the business for at least two (2) years
- Preferably located in NCR or in Central Luzon
- Must be willing to provide services on a send bill arrangement

IV. SCOPE OF WORK

Provide Transportation Service

- Arrange transportation services (bus) for the participants from Manila to Zambales and vice-versa for June 19, 2023 and June 25, 2023.
 - 1 unit per trip air-conditioned bus with driver that accommodate up to 45 pax
 - 1 unit per day air-conditioned van for 2 days (*if necessary depending on the proximity of the training venue to the surfing spots for surfing demo*).

Training Venue with Meals and Accommodation:

- Use of function room with registration table for the secretariat and wi-fi access
- Properly sanitized venue
- Audio Visual Equipment with dedicated technician
- LED Projector/ Wide screen; standard PA System with at least 2 microphones
- Flat screen TV for presentations
- Swimming pool for practical exercises
- **Meals Requirements:**
 - In session meals:*
 - Lunch for all participants (45 pax) for 5 days
 - AM and PM snacks for private stakeholders (41 pax) for 5 days
 - Off session meals:*
 - 7 breakfasts, 2 lunches, 6 dinners (for 45 pax for 5 days)

Accommodation: Rooms for 45 pax x 6 nights

Note: Rooms can be twin, triple or quadruple sharing depending of the availability of rooms in the area/ venue

Check in – June 19, 2023

Check-out – June 25, 2023

Others Supplies

- Provide Tokens (travel bag) for the Speakers and Guests for 15 pax
- Provide Tote bags for the participants for 45 pax
- Provide ID and with lanyard for 45 pax

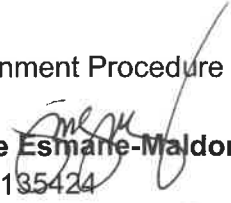
Note: Tentative date of implementation is subject to the availability of the trainers, participants and to the completion of the service contact with the third party supplier/ provider.

VI. APPROVED BUDGET FOR THE CONTRACT


***Six Hundred Ninety Eight Thousand Three Hundred Fifty Four Pesos
(Php 698,354.00)***

*The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Terms of payment : Government Procedure (Send-Bill Arrangement)

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