

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION**

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

PILOT ASSESSMENT/INSPECTION OF ACCOMMODATION ESTABLISHMENTS ON THE NATIONAL ACCOMMODATION STANDARDS (NAS) IN BOHOL, REGION 7

II. PURPOSE/OBJECTIVE

The Office of Tourism Standards and Regulation is in need of a **DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)** in the Philippines engaged in the business of arranging accommodation, meals, land transfers and other ground arrangements, to conduct the **Pilot Assessment on the National Accommodation Standards (NAS) in Bohol, Region 7**. The pilot assessment aims to validate the applicability of the revised indicators for the star rating of Hotels, Resorts and Apartment Hotels (HRAs).

III. MINIMUM REQUIREMENT FOR SUPPLIERS

- Must be a **DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)**
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense

IV. DETAILS OF SCOPE OF WORK AND DELIVERABLES

A. ACCOMMODATION REQUIREMENTS

To provide accommodation in a DOT-Accredited Accommodation Establishments within the specified locations in Bohol:

CHECK-IN DATES	CHECK-OUT DATES	NO. OF NIGHTS	NO. OF ROOMS	ROOM TYPE	TOTAL PAX
Within Panglao Island near or accessible to/from Flushing Meadows Resort, The Bellevue Resort Bohol, and Modala Resort					
July 3, 2023	July 7, 2023	4 nights	1 room with breakfast	1 Single occupancy room	1 pax DOT Third Party Auditor (TPA)
		4 nights	1 room with breakfast	1 Twin sharing room	1 pax SDD 1 pax SMED
		4 nights	1 room with breakfast	1 Single occupancy room	1 pax DOT Reg. Officer
TOTAL		4 nights			

B. MEAL REQUIREMENTS

To provide **plated meals with drink** on the following schedules:

DATES	MEAL	NO. OF PAX	TOTAL MEALS	REMARKS
July 3 (1 day)	Breakfast	4 pax	4 meals	1 TPA, 3 DOT personnel
July 3-7, 2023 (5 days)	Breakfast	1 pax	5 meals	1 Driver
July 3-7, 2023 (5 days)	Lunch	5 pax	25 meals	1 TPA, 3 DOT personnel, 1 Driver
July 3-7, 2023 (5 days)	Dinner	5 pax	25 meals	1 TPA, 3 DOT personnel, 1 Driver
TOTAL			59 meals	

C. TRANSPORTATION REQUIREMENTS

To arrange the following transportation, inclusive of:

- Use of vehicle (as indicated in the table or other equivalent vehicle that may accommodate the indicated number of pax with luggage)
- Provision of Gasoline
- Toll Fees and Parking Fees

DATES (5 days)	PREFERRED VEHICLE	NO. OF PAX	REMARKS
July 3, 2023	One (1) Van	4 pax (w/ luggage)	Pick-up from Bohol–Panglao International Airport to Accommodation in Panglao Island
July 4-6, 2023	One (1) Van	4 pax (w/ luggage)	Land transfer between Accommodations in Panglao Island, Bohol
July 7, 2023	One (1) Van	4 pax (w/ luggage)	Drop-off to Bohol–Panglao International Airport from Accommodation in Panglao Island

V. APPROVED BUDGET FOR CONTRACT

**SEVENTY-THREE THOUSAND TWO HUNDRED SEVENTEEN PESOS
AND SEVENTY-THREE CENTAVOS
(₱73,217.73)**

VI. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed the approved budget for contract for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.


VII. PROJECT OFFICER/CONTACT PERSON


Ms. JENNIFER B. RUCIO
Standards Development Division, Office of Tourism Standards and Regulation

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Mobile: 09955108130
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NOTE: *The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.*

Approved by:


VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation