

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE : **Procurement of DOT-Accredited Tour Operator for the Implementation of the DOT GAD Workshop Series**

PURPOSE/ OBJECTIVES : The procurement of DOT-Accredited Tour Operator are part of the event requirements for the implementation of the 2023 GAD Workshop Series, to be facilitated by the DOT-GFPS.

II. MINIMUM REQUIREMENTS

1. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS); and
2. Must be willing to provide service on a send bill arrangement

Title: GAD WORKSHOP SERIES ILOILO LEG (GMEF WORKSHOP)

Date: 25-28 July 2023

Location: Iloilo City

Particulars:

Function Room for July 26-27, 2023 for the Workshop Proper

Good for 48pax

Inclusive of the following:

(Full use of Venue Sixteen (16) hrs

One (1) hour ingress and one (1) hour egress.

Whiteboard, Markers and Erasers. Flipchart Board, Paper and Markers Platform with podium.

Banquet tables with linen and banquet chairs or tiffany chairs.

Use of audio visual equipment – projector, white screens, microphones, speakers.

With provision of Unlimited Coffee, Tea, and Water.

Full service of AM Snacks, PM Snacks, Lunch, and Dinner

Accommodation

25 twin share rooms (48 pax) for 4 days and 3 nights (July 25-28, 2023)

Dinner on the arrival date (July 25, 2023)

Breakfast on the departure date (July 28, 2023)

Van Service (Airport Transfer) For Arrival and Departure of Central and Regional Participants (July 25, 2023 and July 28, 2023)

Airfare for the GAD Secretariat and

Roundtrip airtickets for 4 pax

MNL-ILO-MNL

Preferably Afternoon flight on July 25, 2023
Preferably Morning flight on July 28, 2023
With 20Kg Baggage each

Secretariat's Name:

Atty. Annavie E. Bacomo - Lapitan
Ruth T. Elequin
Frances Cristie C. Balayon
Kier S. Compuesto

**III. APPROVED BUDGET : P413,319.06
FOR THE CONTRACT**

IV. BUDGET

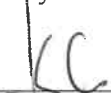
The total Approved Budget for the Contract is **FOUR HUNDRED THIRTEEN THOUSAND THREE HUNDRED NINETEEN PESOS AND 06/100 ONLY (P413,319.06), including all applicable taxes**, and should cover all requirements enumerated above.

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

V. CONTACT PERSON


Contact Person : **Kier S. Compuesto**
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Coordination and Implementation
Division
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Prepared by:



Kier S. Compuesto
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Office of Special Concerns- PCID

Approved by:



Atty. Annavie E. Bacomo- Lapitan
Director
Office of Special Concern