



## TECHNICAL SPECIFICATIONS

### Tour Operator Services (for Airfare, Conference Venue Package, Meals and Room Accommodation)

I. **PROJECT TITLE: TRAINING AND DEVELOPMENT DIVISION (TDD) STRATEGIC PLANNING WORKSHOP ON THE PREPARATION, DRAFTING AND SUBMISSION OF THE PROPOSED LEARNING AND DEVELOPMENT (L&D) PLAN FOR 2024**

II. **DATE/VENUE** : September 06-08, 2023/ Boracay Area

### III. BACKGROUND/ RATIONALE

The Training and Development Division (TDD) has included in its Work and Financial Plan the conduct of the Strategic Planning Workshop to come up with a clearly defined goals that will translate into an effective Work Program for FY 2024. This includes also the preparation, drafting and submission of the proposed Learning and Development Plan for FY 2024. Moreover, strategic planning will also allow the TDD team to assess prior year's L & D programs and be able to determine which programs are continuously to be implemented or has to be removed.

As we transition to the new normal L & D programs that will be crafted must be responsive, suitable, and directed to address the performance gap of the employees. Thus, strategic planning is necessary for the TDD to provide the appropriate developmental interventions needed by the employees.

#### OBJECTIVES:

1. To come up with an effective L & D Plan for FY 2024;
  2. To study, discuss and review plans and programs of the Training and Development Division for the FY 2024;
  3. To identify prospective problems and challenges in the future;
  4. To adjust and draw up initial plans for FY 2024;
- Promote camaraderie among Training and Development Division personnel through capacity building activities as well as to enhance productivity and well-being

### IV. MINIMUM REQUIREMENTS FOR SUPPLIER

- Must be a DOT- accredited travel and tour agency;
- Must be able to provide tour package services for ten (10) pax/ employees;
- Cover the transportation service requirements from airport to hotel and vice versa;
- Cover all the meals upon arrival to the destination;
- Provide accommodation at the destination for the specified duration;
- Must be able to provide a function room that will allow participants to do some activities and is pillar-free;
- Must be compliant with the basic health and safety protocols against COVID-19 and/or at least with safety seal;
- 6 months validity with rebooking;
- Preferably A.M. flight for departure from Manila and P.M. flight for return to Manila (negotiable) base on time of regular flights;
- Must be willing to provide services on a send-bill arrangement;

- Location must be in Boracay area.

## V. SCOPE OF WORK/ ITEMS/ DELIVERABLES

The Training and Development Division is looking for the following requirements intended for the employees for the said program.

### A. AIRFARE TICKETS (Domestic Flight Requirements)

- No. of Pax : Ten (10 Pax)
- Name of Passengers: (attached list of passengers/participants)

Flight Details	No. of Passengers	Tentative Date/Time
Manila – Caticlan (Boracay)	10 Pax	September 06, 2023; 7:35 A.M. – 8:45 A.M.
Caticlan (Boracay) - Manila		September 08, 2023; 12:55 P.M. – 1:55 P.M.

*Note: If the above flight has been fully booked, the supplier may present the next available or other flight options.*

### B. CONFERENCE VENUE PACKAGE AND MEAL REQUIREMENTS

- ✓ Plated meals package for 10 pax/ employees  
Breakfast: PhP 180.00 x 2 days x 10 pax = PhP 3,600.00  
A.M. /P.M. Snacks/Lunch: PhP 180.00 x 3 days x 10 pax = PhP 5,400.00  
Dinner: PhP 180.00 x 2 nights x 10 pax = PhP 3,600.00
- ✓ **Venue/ Conference Package** : PhP 46,700.00 (for 3 days package)  
Inclusions:
  - Use of registration table for the secretariat
  - Provision of free flowing coffee/tea and water from 7:00 am – 7:00 pm
  - With stable free wi-fi access
  - Audio Visual Equipment (with dedicated technician)
  - LED Projector/Wide Screen; Standard Audio/PA system with at least 2 microphones
  - Free use of whiteboard with markers; and provision of pens and pads

### C. ACCOMMODATION REQUIREMENTS

Five (5) twin-sharing (i.e. 2 beds) room accommodation  
PhP 1,800.00/night x 5 rooms x 2 nights = PhP 18,000.00  
Check – in: September 06, 2023, 2:00 p.m.  
Check – out: September 08, 2023, 12:00 noon  
*\*Hotel should be open for re-schedule of room booking in case of movement of dates/postponement*

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**Date :** September 06-08, 2023  
**Venue:** Boracay Area

**List of Confirmed Passengers/Participants**

<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1. Mr. Wilson J. Telig	Chief Administrative Officer	Training and Development Division
2. Ms. Jerlie S. Ganiga	Supervising Administrative Officer	Training and Development Division
3. Ms. Carolyn L. Gabriel	Administrative Officer V	Training and Development Division
4. Ms. Ezra Grace C. Bayuga	Administrative Officer IV	Training and Development Division
5. Mr. Patrick John T. Garduque	Administrative Assistant II	Training and Development Division
6. Atty. Jovencio M. Zaragoza	Director	Administrative Service
7. One (1) Representative (TBA)		Management Division
8. One (1) Representative (TBA)		Procurement Management Division
9. One (1) Representative (TBA)		Budget Division
10. One (1) Representative (TBA)		

## PROJECT COST

Description	Unit	Quantity	Unit Price	Amount
<b>I. Airfare Domestic Ticket Requirements</b>	2-way tickets	10 pax	PhP 11,538.80.00	PhP 115,388.00
<b>II. Accommodation requirements</b>	1	5 rooms	PhP 1,800.00	PhP 18,000.00
<b>III. Meals and Function Room Requirements (Breakfast/A.M. and P.M. Snacks/Lunch and Dinner)</b>	3 days	10 pax	PhP 12,600.00 + PhP 46,700.00	PhP 59,300.00
<b>TOTAL</b>				<b>PhP 192,688.00</b>

### VI. APPROVED BUDGET

*One Hundred Ninety Two Thousand Six Hundred Eighty Eight Pesos (PhP 192,688.00)* inclusive of applicable taxes. Expenses shall be charged to the Training and Development Division (TDD) GAA - Continuing Appropriation for FY 2022.

### VII. TERMS OF PAYMENT

Payment shall be made through Government Procedure.

### VIII. CONTACT DETAILS

Name: **EZRAH GRACE C. BAYUGA**

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Contact No.: 8459-5200 local 426

Prepared by:

  
**EZRAH GRACE C. BAYUGA**  
Administrative Officer IV

Recommending Approval:

  
**WILSON J. TELIG**  
Chief Administrative Officer,  
Training and Development Division

