

TECHNICAL SPECIFICATION

Procurement of Tour Operator for Personnel Enhancement and Visit of Tourism Sites

I. PROJECT TITLE : Personnel Enhancement and Visit of Tourism Sites

II. DATE/VENUE : September 26-29, 2023/ San Antonio, Zambales

III. PROJECT OBJECTIVE

The “Personnel Enhancement and Visit of Tourism Sites” project is deemed important for DOT employees to see and experience the various destinations being promoted by the Department to put them in a better position to help in promotion efforts.

The project will not only provide DOT employees the opportunity to be exposed to gender sensitive tourist sites and involve them in the campaign for a gender responsive tourism industry but also to foster appreciation and better understanding of the tourism destination.

With this undertaking, the Department thru Training and Development Division would like to implement the project pursuant to the following directives:

- a. Section 3 Paragraph (b) of Republic Act 9593 known as the Tourism Act of 2009, which ***“Encourage activities and programs which promote tourism awareness, preserve the country’s diverse cultures and heritage, and instill a sense of history and a culture of tourism among the youth and the populace”***.
- b. Paragraph 5, Section 22 Rule II of the Implementing Rules and Regulation of the said act, it requires the Department through its Human Resource Division to ***“Develop and implement a human resource development plan, based on identified needs, which will provide the enhancement of the competencies and skills of employees as well as their physical, social and spiritual well-being”***

IV. MINIMUM REQUIREMENT FOR TOUR OPERATOR/TRAVEL AGENCY

- Must be a DOT- accredited Tour Operator/Travel Agency
- Must be registered with the Philippine Government Electronic Procurement Systems (PHILGEPS)
- Must be willing to provide services on a send bill arrangement

V. SCOPE OF WORK AND DELIVERABLES

ZAMBALES (SEPTEMBER 26-29, 2023) FOR 32 PARTICIPANTS

A. MEALS REQUIREMENT

Dates	Meal	No. of Pax
Sept. 26, 2023	Lunch and Dinner	32
Sept. 27, 2023	Breakfast, Lunch and Dinner	32
Sept. 28, 2023	Breakfast, Lunch and Dinner	32
Sept. 29, 2023	Breakfast and Lunch	32

B. ACCOMMODATION REQUIREMENTS

- a. Must be in San Antonio, Zambales
- b. Must be DOT Accredited establishment

No. of Rooms	Room Type	Check In	Check Out
10	Triple Sharing	Sept. 26, 2023	Sept. 29, 2023
2	Single Occupancy	Sept. 26, 2023	Sept. 29, 2023

C. TRANSPORTATION REQUIREMENTS

- a. Must be DOT Accredited Tourist Transport

Date	No. of Units	Capacity and Route
Sept. 26-29, 2023	1 unit air conditioned bus	40-45 seaters inclusive of toll fees/parking fees, meals and accommodation of driver DOT Makati - San Antonio Zambales – DOT Makati (RT) Must transport participants to seminar/lecture and Technical visits

D. CONFERENCE PACKAGE

- a. Inclusive of vans/ boat ride
b. environmental/entrance fees
c. am& pm snacks with bottled water
d. Free Flowing coffee/tea
e. Audio- Visual Equipment, Projector/ screen with at least 2microphones

Date	Seminar/Lectures	Preferred Destination
Sept. 26, 2023	Seminar with Technical Visit	San Antonio Town Proper City Tour Ramon Magsaysay Ancestral House/ et al

E. TECHNICAL VISITS

Date	No. of Pax	Type of Tour	inclusion
Sept. 27, 2023	32	Pundaquit Technical Tour	Inclusive of vans/boat rides, environmental/ entrance fees, am and pm snacks, bottled water and services of local guides
Sept. 28, 2023	32	Cultural Immersion	Inclusive of vans/boat rides, environmental/ entrance fees, am and pm snacks, bottled water and services of local guides
Sept. 29, 2023	32	City Tour	Inclusive of vans/boat rides, environmental/ entrance fees, am and pm snacks, bottled water and services of local guides

F. TOTAL APPROVED BUDGET FOR PERSONNEL ENHANCEMENT AND VISIT OF TOURISM SITES IN ZAMBALES ON SEPTEMBER 26-29, 2023

Four Hundred Ten Thousand Six Hundred Sixty-Four Pesos Only (**Php 410,664.00**) inclusive of applicable taxes. Expenses shall be charged to the HRD-TDD continuing Funds for FY 2022.

VI. CONTACT DETAILS

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