

## TECHNICAL SPECIFICATIONS

### *Procurement of services of a tour operator for the Office of the Undersecretary for Legal and Special Concerns (OULSC) and Office of Special Concerns (OSC) Mid-Year Assessment 2023*

#### **I. Project**

Department of Tourism (DOT) – Office of the Undersecretary for Legal and Special Concerns (OULSC) and Office of Special Concerns' (OSC) Mid-Year Performance Evaluation, Utilization Assessment, and Strategic Planning on 09 to 11 August 2023 in Moalboal, Cebu.

#### **II. Purpose / Objective**

The OSC Mid-Year Performance Evaluation, Utilization Assessment, and Strategic Planning activity ("OULSC and OSC Mid-Year Assessment") aims to boost the office's productivity by identifying measures for improvement of performance, budget utilization, and strategy execution.

During the OULSC and OSC Mid-Year Assessment, OULSC and OSC will:

- a. Assess the offices' performance and areas for improvement;
- b. Review the implementation of projects and tasks;
- c. Assess the budget utilization and make funding adjustments for the 2nd semester of FY 2023;

Likewise, a resource person will conduct capacity development training and outdoor-based activities to strengthen relationships among the OULSC and OSC team and promote camaraderie, employee welfare, and skills development in time management and improving the conduct of complete staff work.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land transfers, accommodation, meal requirements, training venue, and technical assistance during the OULSC and OSC Mid-Year Assessment.

#### **III. Minimum Requirements**

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

#### **IV. Scope of Deliverables**

##### **A. Roundtrip Airfare tickets (Manila-Cebu-Manila) for sixteen (16) adult persons**

**MNL-CEB**

**09 August 2023 Wednesday - (6am-7am)**

**CEB-MNL**

**11 August 2023 - Friday - (9pm-10pm)**

##### **B. Transportation rental of two (2) air-conditioned van inclusive of:**

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
2. Driver and coordinator's fees, meals, accommodation
3. Fuel expenses, toll fees, parking fees, environmental fees

**Date Particulars**

**09 August 2023 Wednesday - Makati City to Cebu**

For sixteen (16) persons with luggage bags

**10 August 2023 Thursday - Moalboal, Cebu**

For sixteen (16) persons

**11 August 2023 Friday Moalboal-Aloguinsan-Cebu to Makati City**

For sixteen (16) persons with luggage bags

##### **C. DOT-accredited accommodation in Moalboal for 3 days and 2 nights for sixteen (16) persons**

**Check-in 09 August 2023 - Wednesday**

**Check-out 11 August 2023 - Friday**

1. Seven (7) twin-sharing rooms for four (4) OULSC staff and ten (10) OSC staff
2. Two (2) solo rooms for the DOT Undersecretary for Legal, Special Concerns and OSC Director. One (1) solo room for one (1) night (09-10 August 2023) for the Resource Speaker.
3. With complimentary breakfast and WiFi access
4. Open to reduction of number of rooms in case the target number of 16 participants is not met

**D. Hotel function room on 09 August 2023 for sixteen (16) persons**

1. Planning sessions on 09 August 2023 from 1PM to 5PM and 10 August 2023 from 1PM to 5PM
2. Well-ventilated and well-lighted private function room with stable WiFi connection
4. Classroom set-up or boardroom set-up with a separate table for at least two (2) OSC secretariat
5. With at least (2) units of wireless microphone and speakers
6. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

**F. Meal requirements for at least sixteen (16) persons**

**09 August 2023 Wednesday**

Breakfast in Cebu City or Lapu-Lapu City for sixteen (16) persons

Lunch at the resort for sixteen (16) persons

Snacks with free-flowing brewed coffee during planning session from 1pm to 5pm for sixteen (16) persons

Dinner at the resort for sixteen (16) persons

**10 August 2023 Thursday**

Complimentary breakfast for sixteen (16) persons

Lunch meals during Outdoor-Based Employee Engagement Activity in Moalboal Island for sixteen (16) persons

Snacks with free-flowing brewed coffee during planning session from 1pm to 5pm

Dinner at the resort for sixteen (16) persons

**11 August 2023 Friday**

Complimentary breakfast for sixteen (16) persons

Snacks and Lunch Meals during the Technical Tour and Community Engagement Activities in Aloguinsan, Cebu for sixteen (16) persons

Dinner in Cebu City for sixteen (16) persons

*\* Packed meals shall include water, juice, or coffee*

**G. Outdoor-based employee engagement activity (10 August 2023 - Thursday)**

1. Transportation services for the Outdoor-Based Employee Engagement Activities
2. Proposed location: Moalboal, Cebu

**H. Technical Visit (11 August 2023 - Friday)**

1. Transportation services for the Technical Tour and Community Engagement Activity
2. Proposed location: Aloguinsan, Cebu

**I. Health / Hygiene Kit**

1. Tote Bag, face mask, alcohol, wet wipes

## V. Attendees

Position	Name
<b>Office for Legal and Special Concerns</b>	
<ul style="list-style-type: none"> <li>• Undersecretary and Chief-of-Staff</li> <li>• Executive Assistant IV</li> <li>• Executive Assistant III</li> <li>• Executive Assistant II</li> <li>• Chauffeur I</li> </ul>	<p>Atty. Mae Elaine T. Bathan</p> <p>Ms. Nenita M. Saludo</p> <p>Ms. Jammie Mar</p> <p>Ms. Stephen Batacan</p> <p>Mr. Victor Simbulan</p>
<b>Office of the Director</b>	
<ul style="list-style-type: none"> <li>• Director IV</li> </ul> <p><i>Job Order Basis</i></p> <ul style="list-style-type: none"> <li>• Tourism Operations Officer I</li> <li>• Chauffeur I</li> </ul>	<p>Atty. Annavie E. Bacomo-Lapitan</p> <p>Mr. John Stephen V. Ilaos</p> <p>Mr. Racris C. Templanza</p>
<b>Project Management and Coordination Division</b>	
<ul style="list-style-type: none"> <li>• Chief Tourism Operations Officer</li> <li>• Senior Tourism Operations Officer</li> <li>• Tourism Operations Officer II</li> <li>• Tourism Operations Officer I</li> </ul> <p><i>Job Order Basis</i></p> <ul style="list-style-type: none"> <li>• Supervising Tourism Operations Officer</li> </ul>	<p>Ms. Toni Marcel S. Rimando</p> <p>Mr. Filbert Ian A. Tan</p> <p>Ms. Elaine S. Villanueva</p> <p>Ms. Roanne Mae L. Ecle</p> <p>Mr. Dennis A. Barrogo</p>
<b>Program Coordination and Implementation Division</b>	
<ul style="list-style-type: none"> <li>• Chief Tourism Operations Officer</li> <li>• Tourism Operations Officer I</li> </ul> <p><i>Job Order Basis</i></p> <ul style="list-style-type: none"> <li>• Senior Tourism Operations Officer</li> </ul>	<p>Ms. Ruth T. Elequin</p> <p>Ms. Frances Cristie C. Balayon</p> <p>Mr. Kier S. Compuesto</p>

## VI. Proposed Tour Itinerary

Project Name: Office of the Undersecretary for Legal and Special Concerns (OULSC) and DOT Office of Special Concerns (OSC) Mid-Year Assessment 2023

Date: August 9-11, 2023 (3 days / 2 nights)

Destination: Moalboal, Cebu

Date/Time	Activity	Remarks
<b>Day 1: MNL-CEBU</b>		
0800H	Arrival in Cebu Pick-up luggage Breakfast	
0930H	Proceed to Moalboal	
1130H	Arrival in Moalboal Proceed to resort for check-in	
1145H	Arrival at Resort Check-in Lunch at the resort	
1300H - 1700H	Office Assessment	
1800H	Dinner	
2000H	Overnight at the hotel	
<b>Day 2: MOALBOAL</b>		
0700H	Breakfast at the Resort	
0800H - 1200H	Planning Session and Outdoor-Based Employee Engagement Activities	
1200H - 1300H	Lunch	
1300H - 1700H	(Continuation) Planning Session	
1800H	Dinner	
2200H	Overnight at the hotel	
<b>Day 3: MOALBOAL-ALOGUINSAN-CEBU</b>		
0700H	Breakfast	
0800H	Departure from the resort Proceed to Aloguinsan via Barili	
0930H - 1500H	Technical Tour and Community Engagement Activities	
1500H	Proceed to Cebu City	
1730H	Arrival in Cebu City Dinner	
1900H	Proceed to Mactan Cebu international Airport for departure to Manila	
2130H / 2200H	Departure to Manila	
<b>END OF TOUR</b>		

**VII. Total Budget**

**Six Hundred Seven Thousand Two Hundred Twenty-One Pesos and Seven Centavos (PhP 607,221.07),** inclusive of applicable taxes and other charges.

**VIII. Project Officer**


Contact Person: Elaine S. Villanueva

Office: Office of Special Concerns

Contact Numbers: 459-5200 (loc. 318) | +63 917 892 3084

Email address: esvillanueva@tourism.gov.ph

Prepared by:

  
**RUTH T. ELEQUIN**  
Chief Tourism Operations Officer  
OSC - Program Implementation and Coordination Division

Approved by:

  
**ATTY. ANNA V. E. BACOMO-LAPITAN**  
Director, Office of Special Concerns