

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Service Provider
- II. **PROJECT TITLE** : Participation in the 34th Philippine Travel Mart
- III. **PROJECT DATE** : August 31 to September 04, 2023
- IV. **MINIMUM REQUIREMENTS**
- Must be accredited by the DOT;
 - Must have a certification of satisfactorily service rendered from previous OPMD projects;
 - Must be willing to provide services on send-bill arrangement
- V. **SCOPE AND WORK DELIVERABLES**
- Provide ground arrangement with provisions for roundtrip domestics air tickets for the wellness stakeholders, twin accommodation, full board meals, and land transportation.
- A. **Accommodation Requirements:** Must be DOT Accredited with Certificate to Operate.
- Cover all accommodations on twin occupancy basis (with complimentary breakfast), preferably 2-3 star properties near SMX Convention Center on the following dates for:
- 10 Twin Rooms [Check-in: August 31, 2023 | Check-out: September 4, 2023]
- B. **Transportation Service Requirements:** Must be DOT Accredited.
- Air-conditioned vehicle, seating capacity for the following: Van: 4-8 seats
- Transfer in the following destinations including toll fees, driver, gasoline, meals, and accommodation.
- DOT Secretariat: Metro Manila, Aug. 31 to Sept. 4, 2023 | (1) unit of van / 4-8 seats
- Wellness Stakeholders: Metro Manila. Aug. 31 to Sept. 4, 2023 | (3) units of van / 4-8 seats
- C. **Meal Requirement:** Complimentary breakfast at hotel/resort.
- August 31, 2023: B – for 10 pax; L and D for 20 pax
September 01, 2023; L and D for 20 pax (packed meal)
September 02, 2023: L and D for 20 pax (packed meal)
September 03, 2023: L and D for 20 pax (packed meal)
September 04, 2023: L for 20 pax
- D. **Roundtrip Domestic Air Ticket Requirement:**
- 7kg hand carry bag and 20kg baggage allowance for 9 pax
- ILO-MNL-ILO: August 31 – September 04, 2023 (3 pax)
 - DVO-MNL-DVO: August 31 – September 04, 2023 (3 pax)
 - CEB-MNL-CEB: August 31 – September 04, 2023 (3 pax)
- VI. **BUDGET:** Total budget: **Php680,565.00**
- VII. **PAYMENT REQUIREMENTS:**
- Submission of the following documents upon completion of the project for facilitation of payment:
- a. Original hotel manifest/guest folio
 - b. Original trip tickets of land transfers (van)
 - c. DOT Certification for Transportation companies and Hotel properties as proof DOT

Accreditation

The winning bidder 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.

VIII. CONTACT PERSON

Contact Person : Jeremiah "Miah" Adao
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Approved by:


PAULO BENITO S. TUGBANG, M.D

Director

Office of Product and Market Development

Date: 24 August 2023