

# TECHNICAL SPECIFICATIONS

## Office of Tourism Standards and Regulation's Strategic Planning

(Target Implementation Date: October 16 to 20, 2023)

### I. PROJECT

Procurement of Ground Handling Services  
Roundtrip Domestic Airfare, Meals, Accommodation., Conference Room and Van  
Rental

### II. PROJECT DESCRIPTION AND OBJECTIVES

To re-strengthen the alignment of OTSR with the mandates of President Ferdinand R. Marcos, and to further improve the planning and implementation of PAPs of the OTSR for this year and the coming years, PIED deemed it necessary to conduct a Strategic Planning which extends to invite the TRCRG Sector officials.

### III. PROCUREMENT REQUIREMENTS

The service provider shall meet the following minimum requirements:

- Must be PHILGEPS registered
- Must be willing to provide services on a send bill arrangement
- Accommodation must be DOT-Accredited
- Venue is encouraged to be the same as the accommodation of the 36 pax and must be located in Coron, Palawan.

#### a. Function Requirement

- i. Whole day use of Function Room that can comfortably accommodate 36 pax banquet or classroom type meeting set up following the health and safety protocols for **October 16 to 19, 2023 (8 am to 5 pm)**
- ii. Meals for 36 pax

Breakfast	October 16 to 19
AM Snacks	October 16 to 20
Lunch	October 16 to 20
PM Snacks	October 16 to 19
Dinner	October 16 to 19

- iii. Free flowing coffee and tea
- iv. Bottled water per person
- v. Registration table near the entrance of the function venue.
- vi. Secretariat table inside the venue for easier facilitation
- vii. Must have the following basic function requirements:
  - Strong internet connection - capable of providing reasonable connection to participants
  - Podium for speakers
  - Basic sound system with functional wireless microphones for speakers and at least 2 additional microphones with

stand for participants situated at the middle of the function room

- Projector screen/s and LCD projector/s appropriate to the size and set up in the venue
- Pencils/pens and pads set up in the tables of participants
- Designated IT/Technical personnel to assist during the seminar with at least one (1) back-up laptop as support to the secretariat

b. Accommodation Requirement

a. 5 days/4 nights accommodation stay with breakfast for 36 pax

6 pax- single room  
30 pax- double sharing

Check In	October 16, 2023
Check Out	October 20, 2023

c. Van Service of DOT personnel (36 pax) from Airport to Hotel and vice versa and will also be used for the site inspection of properties for October 19, 2023.

d. Roundtrip Domestic Airfare for 22 pax

Manila-Coron	October 16	Morning Flight
Coron-Manila	October 20	Morning Flight

Tickets should be refundable and rebookable. Regular fare (not promo fare).  
Flight dates to and from Coron may be changed depending on the requirements of participants.

**IV. BUDGET OF THE PROJECT – 997,778.23**

The amount shall be charged against the 2022 GAA of the Project and Investment Evaluation Division.

**VII. PROJECT OFFICER / CONTACT PERSON:**

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Approved by:

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