

TECHNICAL SPECIFICATION
OTDPRIM Planning Workshop
24-27 October 2023
Region IV-A (Batangas)

I. BACKGROUND AND OBJECTIVES

The Office of Tourism Development Planning, Research, and Information management (OTDPRIM) will conduct an annual activity which aims to assess and review the past undertaking and performance of the office and set new goals. The planning session will also be a venue for upgrading each project, programs and activities (PAPs) to align with Republic Act 9593.

II. MINIMUM REQUIREMENTS:

- Must be DOT accredited travel and tour operator
- Must be willing to provide services on a send-bill arrangement;
- Must be open to changes in the itinerary or other arrangements/requests; and
- Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS)

III. SCOPE OF DELIVERABLES

1. Transportation

- Must be DOT Accredited Tourist Transport;
- Must provide one (1) unit of air-conditioned 49-seater tourist bus to be used on 24-27 October 2023;
- Must provide one (1) unit of air-conditioned van to be used on 24-27 October 2023;
- Departure date and time from DOT Makati: 24 October 2023 at 8:00 AM;
- Departure date and time from Batangas to DOT Makati: 27 October 2023 at 10:00 AM;
- Provision of focal person / dispatcher; and
- Inclusive of fuel, parking fees, toll fees, accommodation, and meals of drivers.

Sub Total Amount: Php 126,080.00

2. Technical Tour

- Intro to Scuba Diving activity for 50 pax on 26 October 2023;
- Must include dive master's/ dive guide fee;
- Must be located within San Juan or Mabini, Batangas;
- Must include all scuba gears and equipment needed for the scuba diving activity;
- Must provide alternative activity with equivalent value in case of inclement weather or pax discretion due to health and other conditions;
- Must have photo/video documentation on the actual scuba diving activity;

Sub Total Amount: Php 187,500.00

Approved Budget for Contract: Php 313,580.00

Approved by:



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