

**OFFICE OF TOURISM STANDARDS AND REGULATION
STANDARDS DEVELOPMENT DIVISION**

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE: ORIENTATION OF DOT REGIONAL ACCREDITATION OFFICER ON THE RULES AND REGULATIONS GOVERNING THE ACCREDITATION OF CAMPGROUNDS

II. DATE: November 14 to 17, 2023

III. PURPOSE/OBJECTIVE:

- To familiarize the DOT Accreditation Officers on the approved *Rules and Regulations Governing the Accreditation of Campgrounds* in the Philippines
- To disseminate to the DOT Accreditation Officers the *Rules and Regulations on Campgrounds*

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- Must be a DOT-accredited travel and tour agency
- Must be willing to provide services on a send-bill arrangement

V. DETAILS OF SCOPE OF WORK AND DELIVERABLES

1) Land Transportation

- Provide roundtrip bus transportation for 26 pax on the following dates and destinations:

Date	From	To
14 November 2023	DOT Makati City	Quezon
15 November 2023	Quezon	Laguna
16 November 2023	Laguna	Quezon
17 November 2023	Quezon	DOT Makati City

- Inclusions:
 - a) Whole-day use of vehicle from November 14 to 17, 2023
 - b) Toll fees
 - c) Fuel expenses
 - d) Parking fees
 - e) Driver
 - f) Tour Coordinator

2) Accommodation

- Provide accommodation with the following details:

Date	Accommodation Type	No. of PAX	Location
November 14	Hotel	26 pax	Quezon
November 15	Glamping	26 pax	Laguna
November 16,	Hotel	26 pax	Quezon

3) Meals

- Provide meals with the following details:

Date	Meals	No. of PAX
14 November 2023	Lunch	28 Pax
	Dinner	28 Pax
15 November 2023	Breakfast	28 Pax
	Lunch	28 Pax
	Dinner	28 Pax
16 November 2023	Breakfast	28 Pax
	Lunch	28 Pax
	Dinner	28 Pax
17 November 2023	Breakfast	28 Pax
	Lunch	28 Pax

4) Function Room and Conference Meals

- Provide function room and conference meals with the following details:
 - a) Half-day use of function room for twenty-six pax on November 14 *and* 16, 2023
 - b) Classroom setup
 - c) Secretariat Table
 - d) Audio-visual system and operator
 - e) Podium
 - f) Philippine flag
 - g) Sofa/chairs
 - h) Meal Area/Table
 - i) Coffee/Tea Provision

- Function room setup conditions:
 - a) The function room must be located in the same accommodation establishment where the organizers and attendees are checked in
 - b) The function room must be set up no later than 12:00 noon on November 14 and 16, 2023
- Event details:
 - a) Date and time of event:

Activity	Date	Time
Accreditation Officers Orientation	14 November 2023	03:00 to 06:00 pm
Accreditation Officers Wrap-up Meeting	16 November 2023	03:00 to 06:00 pm

- Meals Serve Time:
 - a) Breakfast: 7:00 a.m.
 - b) Lunch: 12:00 noon
 - c) Dinner: 7:00 p.m.
- 5) Tour coordinator
- Provide one tour coordinator to perform the following responsibilities:
 - a) Accompany the DOT personnel throughout the orientation period
 - b) Coordinate ground arrangements with campgrounds to be visited for the familiarization tour
 - c) Coordinate ground arrangements: Transportation, Accommodation, Meals
 - d) Other ground handling-related tasks as may be delegated by the organizers

VI. APPROVED BUDGET FOR THE CONTRACT

**THREE HUNDRED NINETY-FIVE THOUSAND PESOS
(₱395,000.00)**

VII. TERMS OF PAYMENT

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the *Statement of Account with a breakdown of expenses* and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed **Three Hundred Ninety-five Pesos (₱ 395,000.00)** for the total actual cost of services rendered inclusive

of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.

VIII. PROJECT OFFICER/CONTACT PERSON


MS. BLESSY GRACE G. TANSINGCO

Office of Tourism Standards and Regulation
Trunk Line: (02) 8459-5200 to 30 Local 224
Email: sdd@tourism.gov.ph

NOTE: *The winning bid however, 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.*

Approved by:


VIRGILIO M. MAGUIGAD, EnP

Director
Office of Tourism Standards and Regulation