

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Service Provider/Ground Handler
- II. **PROJECT TITLE** : Strategic Planning Workshop for the Creation of Strategic Framework and Roadmap for Food & Gastronomy
- III. **PROJECT DATE/VENUE** : ✓ November 6-8, 2023: Pampanga

### IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement
- Must have experience in handling DOT requirements

### V. SCOPE AND WORK DELIVERABLES

- Provide ground arrangement with provisions for twin accommodation, full board meals, land transportation and venue for the workshop;
- A. **Accommodation Requirements:** Must be DOT Accredited with Certificate to Operate.  
- Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 2-3 star properties in Laguna on the following dates:

Room Requirements	Check-in	Check-out
10 twin rooms	November 6 (Pampanga)	November 8 (Pampanga)
7 twin rooms		

- 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.

Date	Location	Van Details
November 6, 2023	Manila-Pampanga	(6) Units of Van; 4-8 seats
November 8, 2023	Pampanga-Manila	(6) Units of Van; 4-8 seats

- C. **Meal Requirement:**  
November 6-8, 2023: Breakfast, am & pm snacks, Lunch & Dinner for 34 pax
- D. **Workshop Venue:**  
Workshop venue: can accommodate 40 pax with AV equipment and airconditioned
- E. **Workshop and Hygiene Kits**
- Provision of hygiene kits for a total of 34 pax
  - Provision of 30 workshop kits to be agreed with DOT

*\*Proposal may be subject to changes based on the DOT's advise*

- VI. **BUDGET:** Total budget: **Php 613,100.00**

**VII. PAYMENT REQUIREMENTS:**

- Submission of the following documents upon completion of the project for facilitation of payment:
  - a. Original hotel/resort manifest
  - b. Original trip tickets of land transfers (van)
  - d. DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation
  - e. Billing statement

*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	:	Fay Lena R. Castro
Office	:	Product Planning & Development Division
Contact Number	:	+63 84595200; local 508 / 09176348777
Email Address	:	faycastro.opmd@gmail.com

Jaena Guarda-Salabit  
Product, Planning & Development Division  
+63 84595200: local 508 / 09496283979  
jaena\_salabit@yahoo.com

**Prepared by:**

  
**JAENA GUARDA-SALABIT**  
Product, Planning & Development Division

**Approved by:**

  
**PAULO BENITO S. TUGBANG, M.D**  
Director  
Office of Product and Market Development