

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : DOT Accredited Tour Operator
- II. **PROJECT TITLE** : Orientation on Results-Based Monitoring and Evaluation (RBME), Return on Investment (ROI) and Return on Objectives (ROO) and Strategic Performance Management System (SPMS) Cluster Consultation and Focus Group Discussion (FGD)
- III. **INCLUSIVE DATES** : 15-17 November 2023 (Makati)
- IV. **PROJECT OBJECTIVES**

The orientation on RBME, ROI and ROO aims to achieve the following objectives:

1. To acquaint the Delivery Units with the NEDA and DBM Guidelines on National Evaluation Policy Framework (NEPF)
2. To orient the Delivery Units on the benefits and advantages of having a Result-Based Monitoring and Evaluation (RBME) within the Department
3. To capacitate the project officers with the tools and information to calculate the Return on Investment (ROI) / Return of Objectives (ROO) of Delivery Units' program and projects

Moreover the Strategic Performance Management System Cluster Consultation and FGD objective is to review, discuss, revise, and update the current DOT SPMS which uses the Major Final Output (MFO) that represents only the two DOT core mandated functions; MFO 1- Technical Advisory Services and MFO 2–Tourism Regulatory Services. In restructuring the budget according to programs and outcomes, the SPMS update should consider the DBM's PREXC. The PREXC also allows monitoring of performance through indicators relating to program inputs, outputs, or outcomes that are related to the SPMS framework.

Specifically, the SPMS Consultation and FGD aims to achieve the following:

1. To adopt the PREXC budgeting framework to link individual, division, and office performance
2. To achieve organizational outcome of increasing arrivals, employment, and revenues
3. To ensure that offices achieves organizational goals and objectives.

V. **MINIMUM REQUIREMENTS**

- A. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement or government procedures.

VI. **SCOPE OF WORK AND DELIVERABLES**

1. **VAN HIRE/RENTAL**

Php 101,200.00

DATE	VAN RATE / NO. OF UNITS	REMARKS
November 15, 2023	₱ 9,200.00 x 3 vans x 1 day <i>*Nov. 15 – arrival/workshop</i> ₱ 27,600.00	Land Transfer (Arrival) / Workshop - Pick up from Airport - Drop off at Accommodation/Venue - Seating capacity of 8 pax - Rental Period of 10 hours
November 16, 2023	₱ 9,200.00 x 3 vans x 1 day <i>*Nov 16 - arrival/workshop</i> ₱ 27,600.00	Land Transfer (Arrival) / Workshop - Pick up from Airport - Drop off at Accommodation/Venue - Seating capacity of 8 pax - Rental Period of 10 hours

November 17, 2023	<p>₱ 9,200.00 x 2 vans x 1 day *Nov 17- departure/workshop</p> <p>₱ 18,400.00</p>	<p>Land Transfer (Departure) / Workshop</p> <ul style="list-style-type: none"> - Pick up from Accommodation/Venue - Drop off at Airport - Seating capacity of 8 pax - Rental Period of 10 hours
November 18, 2023	<p>₱ 9,200.00 x 3 vans x 1 day *Nov. 18 – departure</p> <p>₱ 27,600.00</p>	<p>Land Transfer (Departure)</p> <ul style="list-style-type: none"> - Pick up from Accommodation/Venue - Drop off at Airport - Seating capacity of 8 pax - Rental Period of 10 hours

- Rental will be from 15-18 November 2023
- Inclusive of the professional fees and meals of the Drivers
- Driver(s) must be in uniform or decent attire
- Inclusive of fuel and other expenses such as toll and parking fees and applicable environmental fees

2. ACCOMMODATION REQUIREMENTS

Php 123,200.00

DATE	ROOM RATE / PAX / NIGHT	REMARKS
November 15, 2023	<p>₱ 1,100.00 x 28 pax x 1 night</p> <p>₱ 30,800.00</p>	<ul style="list-style-type: none"> • Check-in: 15 November 2023 • Check-out: 16 November 2023 • Twin-Sharing
November 16-17, 2023	<p>₱ 1,100.00 x 42 pax x 2 nights</p> <p>₱ 92,400.00</p>	<ul style="list-style-type: none"> • Check-in: 16 November 2023 • Check-out: 18 November 2023 • Twin-Sharing

- Check-in: 15 or 16 November 2023
- Check-out: 17 or 18 November 2023
- Accommodation must be DOT-accredited and must be located within Makati

3. VENUE REQUIREMENTS/ FUNCTION ROOM

Php 145,230.00

DATE	ROOM RATE / PAX / NIGHT	REMARKS
November 15 - 17, 2023	<p>₱ 48,410.00 x 3 days</p> <p>₱ 145,230.00</p>	<ul style="list-style-type: none"> • Use of venue on 15-17 November 2023 • Must be able to accommodate more than 100 pax (classroom setup) • Free flowing coffee/hot chocolate/tea and water station with nuts, and candies • Complimentary use of Business Center • Projector and large projector screen/s • Public Address System (Speakers, 2 wireless microphones and 2 wired microphones with stand) • Strong Wi-Fi connection & Printers with toner and paper

4. MEAL REQUIREMENTS

Php 186,120.00

DATE	FOOD RATE / PAX / DAY	REMARKS
November 15, 2023	₱ 220.00 x 80 pax x 1 day = ₱ 17,600.00	Meals (AM Snacks)
	₱ 220.00 x 80 pax x 1 day = ₱ 17,600.00	Meals (Lunch)
	₱ 220.00 x 80 pax x 1 day = ₱ 17,600.00	Meals (PM Snacks)
November 16-17, 2023	₱ 220.00 x 101 pax x 2 days = ₱ 44,440.00	Meals (AM Snacks)
	₱ 220.00 x 101 pax x 2 days = ₱ 44,440.00	Meals (Lunch)
	₱ 220.00 x 101 pax x 2 days = ₱ 44,440.00	Meals (PM Snacks)

VII. BUDGET

The total budget for the project is **FIVE HUNDRED FIFTY-FIVE THOUSAND SEVEN HUNDRED FIFTY PESOS (Php 555,750.00)** inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. CONTACT INFORMATION

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Noted by:



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