

TECHNICAL SPECIFICATIONS

I. **Project Title:** COURIER SERVICES FOR THE DELIVERY OF DOT ACCREDITATION STICKERS TO DOT REGIONAL OFFICES (DOOR-TO-DOOR DELIVERY)

II. **Purpose/Objective**

1. For distribution of DOT Accreditation Stickers procured by OTSR intended for the use of DOT-Regional Offices.
2. To provide standard DOT Accreditation Stickers to all DOT accredited establishments in the Philippines.

III. **Minimum Requirement for Suppliers**

- Must be able to provide box for the supplies and materials to be delivered.
- Has the capability to deliver items on time.
- Has the capability to deliver the items to the specified addresses.
- Must be willing to provide services on a send-bill arrangement.
- Must be willing to facilitate complete and full delivery of materials, with follow-up and monitoring of delivery.

IV. **Scope of Work/Deliverables**

A. **Specifications:**

- **Quantity and Measurement of the Box:**
 - Quantity: 70 pieces boxes (*estimated five (5) boxes per region*)
 - Box Size: 24 inches x 15 inches x 10 inches
**to be given in advance to DOT for packing of the items*
- **Estimated Weight:**
 - 50 kilos per box
- **Declared Value per Box:**

Region	Declared Value	Region	Declared Value
CAR	91,193.55	Region 7	315,535.95
Region 1	131,153.95	Region 8	42,506.30
Region 2	51,010.55	Region 9	59,164.90
Region 3	179,290.70	Region 10	98,394.05
Region 4A	213,635.10	Region 11	39,917.85
Region 5	101,274.30	Region 12	45,483.20
Region 6	169,954.50	Region 13	81,506.10

B. Items to be delivered to the following DOT Regional Offices:

- DOT Accreditation Stickers
 - for Primary Tourism Enterprises including Tourist Transport Vehicles
 - for Secondary Tourism Enterprises

C. Origin City:

- Department of Tourism Main Office
 - #351 The New DOT Building, Sen. Gil Puyat Avenue, Makati City, 1200
 - *Delivery Date of Stickers to DOT - October 31, 2023*

D. Destination (DOT Regional Office addresses):

REGION	ADDRESS	REGIONAL DIRECTOR
CAR	Baguio Tourism Complex, Governor Pack Road, Baguio City 2600	Ms. Jovita A. Ganongan
REGION I	2nd Floor Nisce Business Center, National Highway, City of San Fernando 2500 La Union	Mr. Joseph Francisco R. Ortega
REGION II	#2 Dalan na Pav-vurulun, Regional Government Center, Carig Sur, Tuguegarao City, 3500 Cagayan	Mr. Troy Alexander Miano
REGION III	Ground Floor, Clark Center Two-2, Clark Center, Jose Abad Santos Avenue, Clark Freeport Zone, Pampanga	Mr. Richard Daenos
REGION IV-A	Dencris Business Center, Halang, National Highway, Calamba City, 4027 Laguna	Ms. Marites De Castro
REGION V	Regional Center Site, Rawis, 4500 Legazpi City	Mr. Herbie B. Aguas
REGION VI	Ground Floor, Casa Real, General Luna Street, 5000 Iloilo City	Ms. Crisanta Marlene Rodriguez
REGION VII	Ground Floor, LDM Building, cor. Legaspi and MJ Cuenco Sts., 6000 Cebu City	Mr. Shahlimar H. Tamano
REGION VIII	Brgy. 25, Kanhuraw Hill, Magsaysay Blvd., 6500 Tacloban City	Ms. Karina Rosa S. Tiopes
REGION IX	GF Samboangan Bayanihan, Cooperative Building Gov. Vicente Alvarez Street cor. Claveria Street, Zone IV, 7000 Zamboanga City	Ms. Dara May Cataluña
REGION X	DOT Building, Florentino Street, Limketkai Center, 9000 Cagayan de Oro City	Ms. Marie Elaine S. Unchuan

REGION XI	Rm. 512, LANDCO Corporate Center Bldg., J.P. Laurel Avenue, 8000 Davao City	Ms. Tanya Virginia P. Rabat-Tan
REGION XII	3F Sanle Building Aquino St. cor Lapu-Lapu St. Zone III, 9506 Koronadal City	Ms. Nelia R. Arina
REGION XIII	VPH Building, 2 T. Calo Street, Brgy. Limaha, 8600 Butuan City	Ms. Ivonnie Dumadag

V. Approved Budget for the Contract

FOUR HUNDRED EIGHTY EIGHT PESOS ONLY
(₱ 488,000.00 inclusive of all applicable taxes)

VI. Multiple Pick-up and Delivery Date

- Start of the courier services shall be after the notarization of the contracts from both parties.
- Pick-up of the items mentioned above shall be within October – November, 2023.

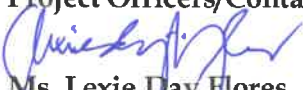
VII. Payment Procedure

- Payment shall be processed after every completed delivery to DOT Regional Offices and upon receipt of the following:
 - Delivery Receipt (every delivery)
 - Statement of Account / Billing Statement
 - and other payment documents
- Payment shall be based on actual expenses incurred but not to exceed **Four Hundred Eighty Eight Pesos Only (₱ 488,000.00)** 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. Compliance to Specifications/Provisions

- The **WINNING BIDDER** shall warrant its performance in accordance with the specifications as stated in this TOR.

IX. Project Officers/Contact Persons


Ms. Lexie Day Flores
Standards Monitoring and Enforcement Division
Office of Tourism Standards and Regulation
smed@tourism.gov.ph
(632) 459 5200-30 loc 216

Approved by:


VIRGILIO M. MAGUIGAD, EnP
Director
Office of Tourism Standards and Regulation