

TECHNICAL SPECIFICATIONS

Procurement of services of a tour operator for the OSC Strategic Planning for

I. Project

Department of Tourism (DOT) - Office of Planning for FY 2024 on 13 to 17 November

II. Purpose / Objective

The OSC Strategic Planning activity aims at identifying measures for improvement and strategy execution for FY 2024.

For this undertaking, DOT needs the arrangements for airfare, land transfer and training venue during the OSC

III. Minimum Requirements

1. DOT-accredited service provider
2. Willing to provide services on

IV. Scope of Deliverables

A. Roundtrip Airfare tickets (12) adult persons

MNL-CDO	13 November
MNL-CDO	14 November
CDO-MNL	17 November

B. Accommodation

- 5 days/4 nights
 - Single Room - for
 - Double Share

Check In	
Check Out	

TECHNICAL SPECIFICATIONS

Procurement of services of a tour operator for the Office of Special Concerns' (OSC) Strategic Planning for FY 2024

I. Project

Department of Tourism (DOT) – Office of Special Concerns' (OSC) Strategic Planning for FY 2024 on 13 to 17 November 2023 in Manolo Fortich, Bukidnon

II. Purpose / Objective

The OSC Strategic Planning activity aims to boost the office's productivity by identifying measures for improvement of performance, budget utilization, and strategy execution for FY 2024.

For this undertaking, DOT needs the services of a tour operator to provide arrangements for airfare, land transfers, accommodation, meal requirements, and training venue during the OSC Strategic Planning for FY 2024.

III. Minimum Requirements

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.

IV. Scope of Deliverables

A. Roundtrip Airfare tickets (Manila-Cagayan De Oro-Manila) for twelve (12) adult persons

MNL-CDO	13 November 2023	Morning Flight	9 pax
MNL-CDO	14 November 2023	Morning Flight	3 pax
CDO-MNL	17 November 2023	Morning Flight	12 pax

B. Accommodation

- 5 days/4 nights' accommodation for nine (9) pax
 - Single Room for one (1) pax
 - Double Sharing Room for eight (8) pax

Check In	13 November 2023
Check Out	17 November 2023

- 4 days/3 nights' accommodation for three (3) pax
 - *Single Room for one (1) pax*
 - *Double Sharing Room for two (2) pax*

Check In	14 November 2023
Check Out	17 November 2023

- Accommodation must have a strong internet / WiFi access
- Open to reduction of number of rooms in case the target number of participants is not met

C. Venue / Hotel Function Room on 13 to 15 November 2023

1. Eight-hour use of venue / hotel function room on 13 to 15 November 2023
2. Well-ventilated and well-lighted private function room with stable WiFi connection
3. Classroom set-up or boardroom set-up with a separate table for the secretariat
4. With at least (2) units of wireless microphone and speakers
5. With a projector compatible with VGA or HDMI cable, white screen, clicker, and one (1) whiteboard

F. Meal requirements for twelve (12) persons

- **Meals for nine (9) pax**

Breakfast	13-17 November 2023
AM Snacks	13-17 November 2023
Lunch	13-17 November 2023
PM Snacks	13-16 November 2023
Dinner	13-16 November 2023

- **Meals for three (3) pax**

Breakfast	14-17 November 2023
AM Snacks	14-17 November 2023
Lunch	14-17 November 2023
PM Snacks	14-16 November 2023
Dinner	14-16 November 2023

- Free flowing coffee and tea during planning activities
- Bottled water per person per meal

G. Transportation rental of two (2) air-conditioned van inclusive of:

1. Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s
2. Driver and coordinator's fees, meals, accommodation
3. Fuel expenses, toll fees, parking fees, environmental fees

Date Particulars

13 November 2023 - CDO (Airport to Accommodation)

For twelve (12) persons with luggage bags

16 November 2023 - Manolo Fortich / Impasugong / Lantapan (Technical Tour and Community Engagement Activity)

For twelve (12) persons

17 November 2023 - CDO (Accommodation to Airport)

For twelve (12) persons with luggage bags

V. Total Budget

Three Hundred Fifty-Seven Thousand Two Hundred Nineteen Pesos and Twenty Centavos (PhP 357,219.20), inclusive of applicable taxes and other charges.

VI. Project Officer

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