

**TECHNICAL SPECIFICATION FOR THE SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE
CONDUCT OF YEAREND ASSESSMENT OF DOT PLANS AND PROGRAMS, and MANAGEMENT REVIEW
MEETING
NOVEMBER 2023**

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT TITLE** : YEAREND ASSESSMENT OF DOT PLANS AND PROGRAMS
- III. **PROJECT DATE** : 21-23 November 2023
- PURPOSE/ OBJECTIVE** : To present the Work and Financial Plan of DOT Delivery Units for FY 2023, and to conduct Management Review Meeting in compliance with the requirements of Quality Management System.

IV. SCOPE OF WORK

a. Catering Package

21 – 23 November 2023

- AM/PM Snacks, Lunch for 150 pax (90 Plated, 60 Buffet)
- Dinner for 20 pax

Inclusion:

- Must provide waiter service/ food servers for the VIP (type of service for VIP's will be determined by the DOT);
- Must be able to provide uniformed and well-trained banquet service personnel per food station until the end of each sessions (each day will end at around 1800H)
- Menu must be approved by the project officer
- Menu of Buffet Lunch/Dinner should include soup, beef or pork, fish or chicken, vegetable, dessert, rice, salad with one round of drink. Must be a Filipino meal.
- In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.
- Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
- Food Station on 2nd floor Training Room, and 6th floor Multipurpose Hall. Number of pax per food station to be determined by the project officer.
- Table and Table set-up with complete utensils for AM/PM Snacks and Lunch

b. Accommodation

- Hotel within one (1) km radius of DOT Makati Central Office
- Twenty-four (24) twin-sharing rooms with complimentary breakfast
Check-in: 20 November
Check-out: 24 November
- With WiFi access
- Billing for rooms shall be based on the number of actual occupants.

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c. Land Transport Service

Days	Date	Route/Itinerary	Remarks
3 Days	21-23 Nov 2023	Hotel – DOT – Hotel	5 Vans

Requirements:

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

Additional note:


- Project officer shall notify the winning bidder at least one week prior to the actual date of project implementation.

V. BUDGET

The approved total budget is **Eight Hundred Thirty Thousand Nine Hundred Twenty-Four and 25/100 (Php 830,924.25)**. inclusive of all taxes and other applicable fees. 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. Further, winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the FY 2023 GAA of the Planning Service subject to existing accounting and auditing rules.

VI. CONTACT PERSON

Contact Person : 
Office : Planning Service
Contact Number : 09179735476
Email Address : psmonitoringdivision@tourism.gov.ph

APPROVED BY:


MILAGROS Y. SAY
Director, Planning Service