

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Service Provider
- II. **PROJECT TITLE** : Philippine Creative Tourism Congress –
Pre-event Inspection and Coordination Trip
- III. **PROJECT DATE** : November 16-19, 2023

IV. MINIMUM REQUIREMENTS

- A. Must be accredited by the DOT
- B. Must be located/operating in Western Visayas
- C. Must be willing to provide services on send-bill arrangement

V. SCOPE AND WORK DELIVERABLES

I. Air tickets

- a. Manila-Bacolod (2 pax)
 - November 16, 2023 - early morning flight
 - with 20 kg baggage allowance per pax
- b. Iloilo-Manila (2 pax)
 - November 19, 2023 - evening flight
 - with 20 kg baggage allowance per pax

II. Fast ferry tickets (Bacolod-Iloilo) - 2 pax

- November 18, 2023 - early morning schedule

III. Accommodations (One twin-sharing room)

- a. Bacolod - November 16-18, 2023 (2 nights)
- b. Iloilo - November 18-19, 2023 (overnight)
- c. Inclusive of breakfast

IV. Transportation (car hire)

- a. Bacolod - November 16-18, 2023
 - Airport transfer and whole day use (including dinner transfer) on November 16, 2023
 - Whole day use including dinner transfer on November 17, 2023
 - Transfer out on November 18, 2023
- b. Iloilo - November 18-19, 2023
 - Transfer in and whole day use (including dinner transfer) on November 18, 2023
 - Whole day use until transfer out (airport transfer) on November 19, 2023

*Inclusive of driver, driver meals, fuel, toll fees, parking fees, etc)

V. Meals (local restaurants/shops)

a. November 16, 2023

- breakfast
- lunch
- dinner

b. November 17, 2023

- lunch
- dinner

c. November 18, 2023

- lunch
- dinner

d. November 19, 2023

- lunch
- dinner

VI. Entrance fees to cultural/heritage/creative tourism sites to be inspected in Negros Occidental and Iloilo, if any

VII. Coordinator/guide during the whole trip

VI. BUDGET

The total approved budget for the is **EIGHTY-FIVE THOUSAND PESOS ONLY (PHP 85,000.00)** inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the technical specifications and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget. Project expenses are to be charged to the 2022 OPMD-GAA funds.

VII. CONTACT PERSON

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APPROVED BY:



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