



## TECHNICAL SPECIFICATIONS (Ground Handler)

**PROJECT TITLE: PROCUREMENT OF GROUND HANDLING SERVICE FOR THE  
CONDUCT OF DOT – DMW MOU SIGNING**

**DATE / VENUE OF IMPLEMENTATION:**

<b>Date</b>	<b>December 4, 2023</b>
<b>Place / venue</b>	<b>Makati City/ Pasay City/ Manila</b>
<b>Ingress</b>	<b>6:00 AM to 2:00 PM</b>
<b>Event proper</b>	<b>2:00 to 4:30 PM</b>
<b>Egress</b>	<b>4:30 PM onwards</b>

### I. BACKGROUND:

Recognizing tourism as an inclusive and multidimensional industry, the Department of Tourism continuously develops initiatives to open more windows of opportunities to various stakeholders, including OFWs and their families. Through industry manpower training, the DOT can help provide returning OFWs and their families with alternative source of income and share with them the benefits of tourism by becoming part of the value chain. Further, the DOT sees the potential of OFWs to share their skills and experience gained abroad to improve the quality of service in the local industry through the *Teach-It-Forward* program.

With the Department of Migrant Workers (DMW), the DOT would like to strengthen its advocacy to expand the tourism opportunities to our OFWs and their families by forging a Memorandum of Understanding (MOU) to implement the *Balik-Bayani sa Turismo Program* using both virtual and physical platforms.

<b>A. Target Participants:</b>	DOT and DMW Officials and representatives, OFW Organizations Officers and Representatives, Tourism Association Representatives, Tourism Trainers, Media
<b>B. Target number of participants:</b>	Maximum of 100 participants
<b>C. Event Type:</b>	In-person / Face-to-Face
<b>D. Target Date of Implementation:</b>	December 4, 2023

### II. OBJECTIVES:

#### **Partner with the Department Migrant Workers to:**

- Provide the Returning OFWs with alternative source of livelihood if they choose to stay in the Philippines to work or venture in tourism-related activities or business;
- Equip the Returning OFWs with proper information, and skills that will be useful in fulfilling their career in tourism in the country; and
- Enhance their skills learned from overseas and transfer it to the local workers as applicable.

### III. MINIMUM REQUIREMENTS FOR BIDDERS

- Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
- Must have rendered services preferably with DOT or other government agencies
- Start-up companies/ organizations are welcome but have been in the business for at least two (2) years
- Preferably located in NCR
- Must be willing to provide services on a send bill arrangement

### IV. SCOPE OF WORK

<b>A. Provide Transport Services</b>			
<b>Van Hire – 2 units</b>			
<b>Inclusive Date</b>	<b>Route</b>	<b>Capacity</b>	<b>Remarks</b>
December 4, 2023	<ul style="list-style-type: none"> <li>• Within Makati and Metro Manila</li> </ul>	At least 12 pax	To transport secretariat, guests, media and supplies and materials needed for the event
<b>B. Venue Rental for the MOU Signing</b>			
<b>Inclusive Date</b>	<b>Particular</b>	<b>Capacity</b>	<b>Remarks</b>
December 4, 2023	<ul style="list-style-type: none"> <li>• Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, food allergies, diabetic, etc.)</li> <li>• Must include the following services and amenities at the function room:                             <ul style="list-style-type: none"> <li>• Holding Room</li> <li>• At least 1 Wireless Microphone and 3 wired microphones</li> <li>• 10 Floral Centerpiece</li> <li>• Reserved Parking slots for VIPS</li> <li>• Led wall (9ft x 12ft)</li> <li>• Stage and Podium</li> <li>• Complimentary conference Wi-fi access</li> <li>• Basic lights and Sound System</li> <li>• Janitorial and Engineering Services</li> <li>• Sign Stands</li> </ul> </li> </ul>	100 pax	<ul style="list-style-type: none"> <li>• Round table set-up</li> <li>• With long table and 6 chairs for the MOU Signing</li> </ul>
<b>C. Meals</b>			
December 4, 2023	Lunch	35 pax	Meals for the secretariat, media and OFW /TOs representatives
	Heavy Snacks	100 pax	Meals for all attendees

<b>D. Other Requirements</b>			
<b>Particulars</b>	<b>Type of Item</b>	<b>Quantity</b>	<b>Remarks</b>
<b>Conference Kit</b>	Tote bag	70 pcs	
	Clip board for the Signing	6 pcs	

**V. APPROVED BUDGET FOR THE CONTRACT**

***Four Hundred Fifty Three Thousand Five Hundred Twenty Two Pesos  
(Php 453,522.00)***

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

**Terms of payment** : Government Procedure (Send-Bill Arrangement)

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Approved by:

 4/13/20  
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