

DEPARTMENT OF TOURISM - MIMAROPA

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

2023 DOT MIMAROPA YEAR-END ASSESSMENT, STRATEGIC PLANNING FY 2024 and YEAR-END TRAINING ENTITLED "STRESS MANAGEMENT, CULTIVATING EMPLOYEE WELL-BEING, AND SYNERGIZING GROUP DYNAMICS"

II. BACKGROUND/ PURPOSE

The Department of Tourism (DOT) MIMAROPA has been at the forefront of showcasing the cultural and natural wonders of the MIMAROPA region, contributing significantly to the growth of Philippine tourism. As we approach the end of the year 2023, it is important to undertake a comprehensive Year-End Assessment to reflect on our achievements, challenges, and lessons learned throughout the year.

2023 has been a dynamic year, marked by innovative initiatives, collaborative efforts, and unforeseen challenges. The Year-End Assessment provides an opportunity for the Regional Office to delve into the details of our performance, celebrating successes, understanding setbacks, and extracting valuable insights to inform our strategic directions.

Simultaneously, recognizing the internal factors between the well-being of our workforce and organizational success, we propose a holistic approach by integrating a Year-End Training program focusing on "Stress Management, Cultivating Employee Well-being, and Synergizing Group Dynamics." This initiative aims to address the evolving needs of our workforce, ensuring a motivated, resilient, and high-performing team.

III. SCOPE OF SERVICE

The service provider should be able to provide the transportations, meals, accommodation, training venue and other contingencies with the following specifications:

A. General Requirements:

- Service Provider should be a DOT-Accredited Travel & Tour Operator
- Inclusive Date: December 18-21, 2023
- Amenable to send-bill arrangement/government procedure: SOA shall be submitted five (5) working days after the completion of the activity
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in NCR/ CALABARZON/ MIMAROPA Region

B. Documentary Requirements

1. Mayor’s/Business Permit (certified true copy)
2. Proof of PhilGEPS Registration (certified true copy)
3. Original or certified true copy of duly notarized Omnibus Sworn Statement
4. DOT Accreditation Certificate (certified true copy)
5. SEC and/ or DTI Registration (certified true copy)
6. BIR Certification and updated Annual ITR (certified true copy)

Note: All documentary requirements and proposal **shall be physically sent to MS. SHEILA O. PINEDA, BAC Secretariat Head** of the Department of Tourism- MIMAROPA with address at **2nd Floor MIMAROPA Office- 351 Senator Gil Puyat Avenue, Makati City on or before November 29, 2023.**

Furthermore, complete copy of the requirements and proposal **shall be sent through email [dot4b.bacsecretariat@gmail.com/](mailto:dot4b.bacsecretariat@gmail.com) sheilapineda.ocasla@gmail.com** on or before **November 28, 2023.**

Only those who have submitted both the physical and electronic copies will be considered for the project.

IV. SCOPE OF WORK/ DELIVERABLES

A. TRANSPORTATION (VAN HIRE)

- Two (2) units of Air-conditioned Tourist Transport Van (Vehicle capacity of 12-15 Regular seats), must have stereo, microphone and reclining seats
- Provision of Alcohol, tissue or sanitary kits, and Basic First Aid Kit
- Must conform to the following:
 - ✓ Van Rental inclusive of Fuel, Toll Fees, parking fees, meals/ accommodation/ service of the driver and insurance of the passengers
 - ✓ December 18, 2023- Departure from a designated pick-up point in NCR to the venue in CALABARZON
 - ✓ December 21, 2023- Departure from the venue to drop off point in NCR

Note: Other Information will be coordinated and finalized to the winning bidder

B. MEALS (FOR 31 PAX)

Requirements for meals shall include the following:

- Managed Buffet Meals: Breakfast, Lunch, AM and PM Snacks in a setup specified below:

Schedule	Setup
December 18, 2023	Lunch & Dinner: Steamed Rice Soup

	<p>Two (2) meat dishes (chicken/ pork and beef) One (1) fish dish One (1) vegetable dish Vegetable Salad Fresh fruits One (1) bottled juice/ soft drinks</p> <p>AM & PM Snacks: Either sets of:</p> <ul style="list-style-type: none"> ● One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ● One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ● One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>➤ <i>Provision of free flowing Coffee, candies, chips or peanuts</i></p>
<p>December 19-20, 2023</p>	<p>Breakfast: One (1) full meal breakfast served with hot chocolate/ tea or coffee</p> <p>Lunch & Dinner: Steamed Rice Soup Two (2) meat dishes (chicken/ pork and beef) One (1) fish dish One (1) vegetable dish Vegetable Salad Fresh fruits One (1) bottled juice/ soft drinks</p> <p>AM & PM Snacks: Either sets of:</p> <ul style="list-style-type: none"> ➤ One (1) pasta/ noodles with slice of pizza and/or any complimentary food & One (1) bottled juice ➤ One (1) sandwich/bread with fries and/or any complimentary food & One (1) bottled juice ➤ One (1) slice of cake with Nachos or Chips & One (1) bottled juice <p>➤ <i>Provision of free flowing Coffee, candies, chips or peanuts</i></p>
<p>December 21, 2023</p>	<p>Breakfast: One (1) full meal breakfast served with hot chocolate/ tea or coffee</p> <p>Lunch: Steamed Rice Soup Two (2) meat dishes (chicken/ pork and beef) One (1) fish dish One (1) vegetable dish</p>

	Vegetable Salad Fresh fruits One (1) bottled juice/ soft drinks
	INCLUSIONS: <ul style="list-style-type: none"> - Provide adequate uniformed waiters and banquet staff - Use of utensils, chinaware, and glasses - Setup banquet table and chairs and at least two (2) uniformed waiters during each schedule - Ensure the temperature and quality of food to be served

C. MEETING/ TRAINING VENUE

- Meeting room that can accommodate 35-40 pax
- Sound system, white board, LCD projector and screen
- WiFi access and or source of any internet connection
- Safe place to conduct Group Dynamics activity
- Provision of Backdrop/ Tarpaulin: 4ft x 6ft
2023 DOT MIMAROPA Year-End Assessment, Strategic Planning FY 2024 and Year-End Training entitled "Stress Management, Cultivating Employee Well-being, and Synergizing Group Dynamics"

D. ACCOMODATION (3 NIGHTS- from December 18-21, 2023)

- Must be DOT-Accredited Accommodation Establishment
- Three (3) Single Room for 3 pax
- Fourteen (14) Twin Sharing Room for 28 pax
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

E. CONTINGENCY FUND

- Coverage of potential matters that are not specifically accounted for in a cost budget and/ or
- Small items not covered in the planning

V. BUDGET:

The Approved Budget for the Contract is **Three Hundred Fifty-Five Thousand Four Hundred Eighty-One Pesos and 50/100 (PHP 355, 481.50)**, inclusive of all government taxes and charges.

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.

VI. PAYMENT PROCEDURE:

- Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.
- Full payment shall be made within thirty (30) working days upon delivery and acceptance of services provided.

VII. PROJECT OFFICER/CONTACT PERSON

Name: **MS. SHEILA PINEDA**
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