

TECHNICAL SPECIFICATIONS

Procurement of Tour Operator Service

- I. **PROJECT TITLE** : Philippine Creative Tourism Congress- Travel Requirements of Congressional Invitees
- II. **PROJECT DATE** : December 5-9, 2023

III. MINIMUM REQUIREMENTS

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.
3. Must be PhilGEPS registered.

IV. SCOPE AND WORK DELIVERABLES

A. Round-trip domestic airline tickets for 16 pax

Route:

Manila to Bacolod: 5 December 2023 (preferred departure mid-day flight)

Bacolod to Manila: 9 December 2023 (preferred departure mid-day flight)

Passengers: Eleven (11) members of the House of Representatives
Three (3) personnel from the House of Representatives
Two (2) personnel from DOT

1. Domestic Airline Tickets must be re-bookable and refundable
2. Regular Fare not Promo Fare
3. With 20kgs. check-in baggage allowance

B. Hotel rooms inclusive of breakfast based on number of occupants:

Eleven (12) Single Rooms

Two (2) Twin Rooms

Check-in: December 05, 2023

Check-out: December 09, 2023

C. Meals

1. Breakfast - 4 days x 16 pax
2. Lunch - 4 days x 16 pax
3. Dinner - 4 days x 16 pax

D. Land Transportation:

Van hire in Bacolod (inclusive of driver, fuel, parking fee, toll fee, driver meals)

Whole day use - 3 vans x 5 days

V. BUDGET

The total approved budget for the domestic airline tickets, transportations, meals and hotel accommodations, is **FOUR HUNDRED EIGHTY-NINE THOUSAND AND FORTY-SEVEN PESOS and 25/100 (PHP 489,047.25)** 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 2023 LLU-GAA funds.

VI. CONTACT PERSON

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NOTED BY:

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