

TECHNICAL SPECIFICATIONS

Quality Management System Training and Capacity Building December 18-21, 2023, Marinduque Island

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT DATE** : December 18-21, 2023 | **Marinduque Island**
- III. **MINIMUM REQUIREMENTS**
 - a. Must be accredited by the DOT
 - b. Must be willing to provide services on send-bill arrangement
- IV. **SCOPE AND WORK DELIVERABLES**
 - a. Accommodation for all participants in Marinduque on December 18-21, 2023.
 - b. Function Room for December 19 & 20, 2023.
 - c. Transportation (Van Rental and Boat Fare).
 - d. Meals.

ACCOMMODATION REQUIREMENTS IN MARINDUQUE

- Eleven (11) twin-sharing rooms and Three (3) Single rooms
*with breakfast (number of rooms subject to change depending on the number of confirmed participants)
- Check-in: December 18, 2023
- Check-out: December 21, 2023
- Accommodation must be DOT-accredited and must be located within Province of Marinduque
- Inclusions: Strong Wi-Fi connection

VENUE REQUIREMENTS / FUNCTION ROOM

- Must be able to accommodate at least 23 pax (classroom setup)
- From 0800H – 1800H
- Free flowing coffee/ tea and water station
- Projector and large projector screen/s
- Public Address System (Speakers and 2 microphones)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants

TRANSPORTATION REQUIREMENTS

- Van Rental (3 vans)
Manila-Dalahican Port-Marinduque v.v – Dec 18 & 21. 2023
Dec 19-20; Workshop proper/ Secretariat service)
- Inclusive of the meals and accommodation of the Driver/s
- Inclusive of fuel, parking, and any applicable fees
- Participants: 23 pax
- Boat Fare for 23 pax

MEALS

Good for Participants: 23 pax

- Packed Meals for Breakfast on December 18 and December 21 during the travel time to Manila-Marinduque v.v
- Restaurant must within Marinduque during the stay of the participants.

BUDGET

- Total project cost is **Four Hundred Sixty-One Thousand One Hundred Thirteen and Thirty-Two Centavos (P461,113.32)** Chargeable to Planning Service RWFP 2023 under Quality Management System Training and Capacity Building.
- 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.
- Terms of payment to the winning bidder shall be in accordance with the government procedure.

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