

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Service Provider
- II. **PROJECT TITLE** : Development of Capability Building Modules for Wellness Tourism Stakeholders (Pilot Testing)
- III. **INCLUSIVE DATES** : January 07 to 13, 2024

IV. MINIMUM REQUIREMENTS

- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement

V. SCOPE AND WORK DELIVERABLES

- Provide ground arrangement with provisions for single and twin accommodation, full board meals, function rooms, roundtrip domestic air tickets and land transportation;
- A. **Accommodation Requirements:** Must be DOT Accredited with Certificate to Operate. - Cover all accommodations on twin occupancy basis (with Complimentary breakfast), preferably 2-3 star properties in Iloilo on the following dates for:
- Invited WTAP/Wellness Industry Stakeholders - 2 Single Rooms [Check-in: January 07, 2024 | Check-out: January 13, 2024]
 - Resource Speaker - 4 Single Rooms [Check-in: January 07, 2024 | Check-out: January 13, 2024]
 - OPMD/OIMD/Facilitator - 4 Twin Rooms [Check-in: January 07, 2024 | Check-out: January 13, 2024]
- B. **Transportation Service Requirements:** Must be DOT Accredited.
- Inclusive of professional driver fees, driver's accommodation, if necessary, meals, expressway toll fees, and applicable environmental fees;
 - Unutilized vehicles, if any, must not be charge to the DOT and be excluded from the final billing;
- Date: January 07, 08, 10, 12 and 13, 2024
No. of Units: Two (2) Unit of Van
Capacity: 4-8 seats / 10-12 hrs
- C. **Venue: Function/Conference Rooms:**
- January 08 to 13, 2024; 9:00 AM – 4:00 PM, with Classroom or Cluster table setup and audiovisual/technical requirements:
 - Microphones and/or Lapel Microphone (4 pieces)
 - 2 LCD projectors and 2 screens
 - Laptop
 - Sound system
 - Extension cords
 - Audio jacks
 - Wi-Fi
 - Registration table (outside)

- Meal requirements

- Free-flowing coffee/tea, light AM snacks, serviced buffet lunch and light PM snacks for 33 pax

D. Meal Requirement: Complimentary breakfast at hotel/resort.

January 07, 2024: Dinner for 13 pax
 January 08, 2024: D for 13 pax
 January 09, 2024; D for 13 pax
 January 10, 2024: D for 13 pax
 January 11, 2024: D for 13 pax
 January 12, 2024: D for 13 pax

E. Roundtrip Domestic Air Ticket Requirement:

- 7kg hand carry bag and 20kg baggage allowance for 21 pax

Batch	Flight Information	No. of pax
Group 1	• January 07, 2024 (Manila or another origin to Iloilo) – afternoon flight	9
	• January 13, 2024 (Iloilo to Manila or another destination) – afternoon flight	9
Group 2	• January 08, 2024 (Manila or another origin to Iloilo) – earliest morning flight	4
	• January 10, 2024 (Iloilo to Manila or another destination) – evening flight	4
Group 3	• January 10, 2024 (Manila or another origin to Iloilo) – earliest morning flight	4
	• January 12, 2024 (Iloilo to Manila or another destination) – evening flight	4
Group 4	• January 12, 2024 (Manila or another origin to Iloilo) – earliest flight	4
	• January 13, 2024 (Iloilo to Manila or another destination) – afternoon flight	4

VI. BUDGET:

The total budget for the project is **Nine Hundred Eighty-Five Thousand Pesos (PHP 985,000.00)** inclusive of all applicable taxes, service fees, and other fees that may be incurred in the process.

VII. PAYMENT REQUIREMENTS:


- Submission of the following documents upon completion of the project for facilitation of payment:
 - Original hotel/resort manifest
 - Original trip tickets of land transfers (van)
 - Boarding Passes for the roundtrip domestic air tickets and copy of the e-ticket
 - DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

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

VIII. CONTACT PERSON

Contact Person : Jeremiah "Miah" Adao
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Approved by:


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Director
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Date: 01 December 2023