

**OFFICE OF TOURISM STANDARDS AND REGULATION**  
STANDARDS MONITORING AND ENFORCEMENT DIVISION

**TECHNICAL SPECIFICATIONS**

**I. PROJECT TITLE: VAN HIRE FOR MONITORING VISITS IN REGION III  
(SUBIC-CLARK)**

**II. PROJECT RATIONALE AND OBJECTIVES:**

As part of the mandate of Office of Tourism Standards and Regulation – Standards Monitoring and Enforcement Division to conduct regular monitoring inspections of DOT-accredited tourism enterprises as a way to ensure that these establishments are compliant with the national standards set by the Department.

**III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER:**

- Must be PHILGEPS Registered
- Must be able to provide one (1) vehicle (van/SUV) capable of accommodating at least two (4) passengers
- Must be a DOT-accredited Tourist Transport Operator
- Must be willing to provide services on a send-bill arrangement

**IV. SCOPE OF WORK / DELIVERABLES:**

- Provide one (1) fully air-conditioned vehicle (van/SUV) with a capacity of at least four (4) passengers.
- Provide safe transfer service for the monitoring team from the **DOT Makati Office to the establishments to be inspected in Subic-Clark on March 4 to 8, 2024.**
- Provide uniformed driver knowledgeable of the place to be visited.
- Inclusive of driver, fuel, driver's accommodation, toll fees and parking fees
- Show breakdown of quotation (per day and excess hours)

**Itinerary**

- Inclusive dates: March 4-8, 2024 (*Five Days*)
- Number of passengers: Four (4) pax
- Itinerary

DATE	REMARKS
March 4, 2024	Pick-up team from DOT Makati Office
March 5, 2024	Conduct monitoring visits within Subic-Clark
March 6, 2024	
March 7, 2024	
March 8, 2024	Conduct monitoring visits within Subic-Clark and travel back to DOT Makati Office

## V. APPROVED BUDGET FOR THE CONTRACT

**SIXTY-FIVE THOUSAND FIFTY-THREE PESOS AND THIRTY-THREE  
CENTAVOS ONLY**

(Php 65,053.33)

*Inclusive of VAT and other taxes*

*NOTE: The winning bid however, 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*

## VI. PAYMENT PROCEDURE

- The payment shall be on a send-bill arrangement, which shall be settled upon submission of the Statement of Account and other payment documents after the said monitoring have been completed.
- Payment shall be based on the actual expenses incurred but not to exceed the **SIXTY-FIVE THOUSAND FIFTY-THREE PESOS AND THIRTY-THREE CENTAVOS ONLY (Php 65,053.33)** for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to government accounting and auditing rules and regulations.

## VII. PROJECT OFFICER/ CONTACT PERSON

**ANGELICA PAULA S. LAPEÑA**

OTSR-SMED

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**APPROVED BY:**

**VIRGILIO M. MAGUIGAD, EnP**

Director

Office of Tourism Standards and Regulation