

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : DOT Accredited Tour Operator
- II. **PROJECT TITLE** : Roll-out of the Return on Investment (ROI) / Return on Objectives (ROO) Assessment Tool
- III. **INCLUSIVE DATES** : April – May 2024

IV. **PROJECT OBJECTIVES**

To implement and deploy the ROI/ROO Assessment tool on DOT programs, activities, and projects and the administration of its objectives template. The rollout includes coaching session, as well as intervention to Delivery units of the Department.

V. **MINIMUM REQUIREMENTS**

- A. Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT).
- B. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS).
- C. Must be willing to provide services on a send bill arrangement or government procedures.

VI. **SCOPE OF WORK AND DELIVERABLES**

1. **VAN HIRE/RENTAL**

**Php 46,060.00**

DATE	VAN RATE / NO. OF UNITS	REMARKS
*25 April 2024 (arrival) *26 April 2024 (departure)	₱ 11,590.00 x 1 van x 2 days (Pampanga)  ₱ 23,180.00	Land Transfer (Arrival) / Workshop - Pick up from DOT - Drop off at Accommodation/Venue
*09 May 2024 (arrival) *10 May 2024 (departure)	₱ 11,440.00 x 1 van x 2 days (Laguna)  ₱ 22,880.00	Land Transfer (Departure) / Workshop - Pick up from Accommodation/Venue - Drop off at DOT *Seating capacity of 8 pax *Rental Period of 10 hours

- Inclusive of the professional fees and meals of the Drivers
- Driver(s) must be in uniform or decent attire
- Inclusive of fuel and other expenses such as toll and parking fees and applicable environmental fees

2. **ACCOMMODATION REQUIREMENTS**

**Php 7,400.00**

DATE	ROOM RATE / PAX / NIGHT	REMARKS
*25 April 2024 (Pampanga)	₱ 750.00 x 4 pax x 1 night  ₱ 3,000.00	<ul style="list-style-type: none"> <li>• Check-in: 25 April 2024</li> <li>• Check-out: 26 April 2024</li> <li>• Twin-Sharing</li> </ul>
*09 May 2024 (Laguna)	₱ 1,100.00 x 4 pax x 1 night  ₱ 4,400.00	<ul style="list-style-type: none"> <li>• Check-in: 09 May 2024</li> <li>• Check-out: 10 May 2024</li> <li>• Twin-Sharing</li> </ul>

- Accommodation must be DOT-accredited establishment.

### 3. MEAL REQUIREMENTS

**Php 36,480.00**

DATE	FOOD RATE / PAX / DAY	REMARKS
Pampanga *25 April 2024 *26 April 2024	₱ 450.00 x 4 pax x 2 days ₱ 3,600.00	₱ 150.00 per Meal (Breakfast, Lunch, Dinner)
Laguna *09 May 2024 *10 May 2024	₱ 660.00 x 4 pax x 2 days ₱ 5,280.00	₱ 220.00 per Meal (Breakfast, Lunch, Dinner)
Any day between the months of April or May 2024	₱ 600.00 x 46 pax x 1 day ₱ 27,600.00	Meals (AM/PM Snacks, Lunch)

### VII. BUDGET

The total budget for the project is **EIGHTY-NINE THOUSAND NINE HUNDRED FORTY PESOS (Php 89,940.00)** inclusive of all applicable taxes and should cover all requirements enumerated above.

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.

### VIII. CONTACT INFORMATION

Prepared by:

Noted by:

  
**JIM RAY R. BAGSIC**  
Planning Officer II  
Contact Details:  
0945-125-3789  
[jrbagsic@tourism.gov.ph](mailto:jrbagsic@tourism.gov.ph)

  
**MILAGROS Y. SAY**  
Director, Planning Service