

**TECHNICAL SPECIFICATION**  
Accommodation with Breakfast  
7th Annual Tourism Development Workshop (TDW7)  
“Digital Transformation for Sustainable Tourism Development”  
May 05 and 10, 2024  
Makati City

**I. BACKGROUND / OBJECTIVES**

The Department of Tourism (DOT) through the Office of Tourism Development Planning, Research, and Information Management (OTDPRIM) will be conducting the 7<sup>th</sup> Annual Tourism Development Workshop (TDW7), entitled Digital Transformation for Sustainable Tourism Development, on 06-10 May 2024 in Bolinao, Pangasinan. The TDW will be participated by the planning sector from the Central and Regional Offices.

The workshop generally aims to build and develop the organizational and institutional capacities of the DOT – Tourism Development Sector and regional planning officers in tourism development planning, policy, and statistics. It also seeks to improve the services provided by the DOT Regional offices through the introduction and sharing of standard methodologies policies, and best practices.

For this year, the focus will be on the digital transformation of the tourism sector through the leadership and support of the Department of Tourism nationwide. It supports the National Tourism Development Plan (NTDP) 2023–2028 Strategic Goal of Cohesive and Comprehensive Digitalization and Connectivity.

At the end of the workshop, the participants should be able to:

1. Discuss how to integrate digitalization and digitization of the tourism sector in their Programs, Activities, and Projects;
2. Know the innovations being developed by the DOT on digital transformation; and
3. Discuss the Monitoring and Evaluation Framework for the NTDP 2023 – 2028.

**I. MINIMUM REQUIREMENTS:**

- Must be a DOT-Accredited accommodation establishment/hotel;
- Must be located within the vicinity of the Department of Tourism Office, Makati City;
- Must be willing to provide services on a send-bill arrangement/government procedure;
- Must be open to changes in the itinerary or other arrangements/requests;
- Bidders must submit their quotation with cost breakdown to differentiate the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price; and
- Must be registered with the Philippine Government Electronic Procurement System (PHILGEPS).

**II. SCOPE OF DELIVERABLES**

- Accommodation for the participants of TDW7 flying from and to Regions on May 05,2024 and May 10, 2024, respectively, in Makati City
- All rooms must be inclusive of breakfast

**1. Room accommodation for 27 pax**

Check in	:	05 May 2024
Check out	:	06 May 2024
Number of nights	:	one (1) night
Room Quantity	:	Twelve (12) Twin Sharing Rooms
Room Quantity	:	One (1) Triple Sharing Room

**2. Room accommodation for 27 pax**

Check in : 10 May 2024  
Check out : 11 May 2024  
Number of nights : one (1) night  
Room Quantity : Twelve (12) Twin Sharing Rooms  
Room Quantity : One (1) Triple Sharing Room

**Note: Payment will be based on the actual rooms used.**

**III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The approved budget for the contract is **Seventy-One Thousand Two Hundred Eighty Pesos (PhP 71,280.00)** inclusive of all applicable taxes, Government Procedure and send bill arrangement. Chargeable against OTDPRIM (A.3.a) FY 2024 GAA Funds – ICT Training Expenses subject to the usual accounting and auditing rules and regulations.

**IV. LEGAL DOCUMENTS**

1. Copy of Mayor's/Business Permit;
2. Income Tax Returns or Business Tax Returns; and
3. PhilGEPS Registration.

**V. TERMS OF PAYMENT**

Payment will be on send-bill arrangement and will be based on the actual rooms used.

**VI. PROJECT OFFICER/CONTACT PERSON**

**Prepared by:**

  
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