

**TECHNICAL SPECIFICATION FOR THE SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE CONDUCT OF DOT'S 1<sup>ST</sup> INTERNAL QUALITY AUDIT ON 20-31 MAY 2024**

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT TITLE** : DOT's 1<sup>st</sup> Internal Quality Audit for FY 2024
- III. **PROJECT DATE** : 20-31 May 2024

**PURPOSE/ OBJECTIVE** : The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator engaged in the business of providing accommodation, meals, and land transport service for the conduct of DOT's 1<sup>st</sup> Internal Quality Audit for FY 2024

**IV. SCOPE OF WORK**

**a. Meals**

- 300 Packed AM/PM snacks with bottled juice or soda (sandwich/burger/pasta/any heavy snack)
- 100 Packed lunch with 3 viands (1 vegetable, 2 of the following: pork, chicken, fish or beef), rice, dessert, and bottled juice or soda
- Free flowing coffee / tea and water with chips / nuts / candies
- All with utensils

<b>May 20, 2024</b>	
AM Snacks	50 packs
Lunch	20 packs
PM Snacks	10 packs
<b>May 22, 2024</b>	
AM Snacks	10 packs
PM Snacks	10 packs
<b>May 23, 2024</b>	
AM Snacks	20 packs
<b>May 24, 2024</b>	
AM Snacks	25 packs
Lunch	30 packs
PM Snacks	35 packs
<b>May 27, 2024</b>	
AM Snacks	20 packs
Lunch	20 packs
PM Snacks	30 packs
<b>May 29, 2024</b>	
PM Snacks	15 packs
<b>May 30, 2024</b>	
AM Snacks	15 packs
Lunch	10 packs
PM Snacks	20 packs
<b>May 31, 2024</b>	
Lunch	20 packs
PM Snacks	40 packs

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- **Note: *Serving portions should be incorporated in the proposal, preferably with pictures. For discussion. Likewise, menu shall be subject to the approval of the end-user and schedule of delivery may be subject to change provided that the end-user must give notice.***

**b. Accommodation**

- Hotel within one (1) km radius from DOT Makati Central Office
  - One (1) Single room with complimentary breakfast  
Check-in: 19 May 2024  
Check-out: 21 May 2024
  - Two (2) Single room with complimentary breakfast  
Check-in: 21 May 2024  
Check-out: 23 May 2024
  - Two (2) Single room with complimentary breakfast  
Check-in: 23 May 2024  
Check-out: 24 May 2024
- With WiFi access
- Meals Requirements
  - Dinner for 1 pax on 19 to 20 May 2024
  - Dinner for 2 pax on 21 to 22 May 2024
  - Dinner for 2 pax on 23 May 2024
  - Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)

**c. Land Transport Service**

<b>Days</b>	<b>Travel Order Date</b>	<b>Route/Itinerary</b>	<b>Remarks</b>
<b>NCR - Makati</b>			
4 days	May 19-22	May 19 – DOT Makati to (DOT Region 3) Clark, Pampanga May 20-21 – Clark, Pampanga May 22 – DOT Region 3, Clark, Pampanga to DOT Makati	1 car
4 days	May 20-23	May 20 – DOT Makati to (DOT Region 1) San Fernando, La Union May 21-22 – San Fernando, La Union May 23 – DOT Region 1, San Fernando, La Union to DOT Makati	1 car
4 days	May 22-25	May 22 – DOT Makati to (DOT CAR) Baguio City May 23-24 – Baguio City May 25 – DOT CAR, Baguio City to DOT Makati	1 car
4 days	May 26-29  Pick Up - 1300H	May 26 – DOT Makati to (DOT Region 4A) Calamba, Laguna May 27-28 – Calamba, Laguna May 29 – DOT 4A, Calamba, Laguna to DOT Makati	1 car
<b>Region 4A – Calamba, Laguna</b>			

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2 days	May 21 & 23	May 21 – DOT 4A, Calamba, Laguna to DOT Makati May 23 – Calamba, Laguna (DOT Region 4A) Calamba, Laguna	1 car
<b>Region 1 – La Union</b>			
2 days	May 23-24  Pick up – 1300H	May 23 – DOT Region 1, San Fernando, La Union to DOT Makati May 24 – DOT Makati to Baguio	1 car

**Requirements:**

- Toll fees, fuel, and parking fees; accommodation and meals for drivers
- Professional, experienced, well-trained and courteous drivers.
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated
- Itinerary may be subject to change provided that the end-user must give notice.

**V. BUDGET**

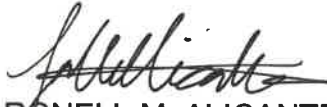
The approved total budget is **Three Hundred Ninety-Four Thousand One Hundred Nineteen and 44/100 (Php 394,119.44)**, inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

Project cost shall be charged against the Planning Service GAA 2024, subject to existing accounting and auditing rules.

**VI. PAYMENT PROCEDURES / TERMS OF PAYMENT**

Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and 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. Further, winning bidder must be willing to provide services on send-bill arrangement.

**VII. CONTACT PERSON**

Contact Person	:	 RONELL M. ALICANTE
Office	:	Planning Service
Contact Number	:	09176545677
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**APPROVED BY:**

  
**ALAIN C. QUESEA**  
OIC-Director, Planning Service