

## TECHNICAL SPECIFICATIONS

### *Procurement of services of a tour operator for the 2<sup>nd</sup> DOT GAD Assembly*

#### I. Title

2nd Gender and Development (GAD) Assembly: Solidifying GEWE Pathways in the Tourism Sector.

#### II. Objectives

The activity aims to –

1. Develop an appreciation on the advocacy for gender equality and women empowerment;
2. Increase the competency of the participants in the application of gender mainstreaming in its PAPs and in the collection and appreciation of sex disaggregated data;
3. Present the six (6) year GAD Agenda and action plan;
4. Empower women workers in the industry; and
5. Address the prevalence of gender based violence in the industry through the introduction of TOURISM WoRCS Manual.

#### III. Minimum Requirements

1. DOT-accredited service provider.
2. Willing to provide services on a send bill arrangement.
3. 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.

#### IV. Scope of Deliverables

##### A. Land Transportation Requirements

1. Provision of four (4) air-conditioned vans for the airport to hotel transfer vice versa.
2. With drivers who are well-groomed and vaccinated
3. With two (2) coordinators to assist with logistics, meals and transportation requirements.
4. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;
5. Winning bidder will be provided with the schedule of arrival and departure of organizers and participants;
6. Must be able to secure necessary permits from LGU, if applicable.

June 3
Four (4) Vans with well-groomed and fully-vaccinated driver and two (2) coordinators. 8:00 AM- 6:00 PM Airport to Hotel
June 4-6
One (1) Van with well-groomed and fully-vaccinated driver and two (2) coordinators. <ul style="list-style-type: none"> <li>• Standby for emergency purposes.</li> </ul>
June 7
Four (4) Vans with well-groomed and fully-vaccinated driver and two (2) coordinators. 8:00 AM- 6:00 PM Hotel to Airport

**B. Accommodation Requirements**

1. **Twenty (20) Twin-sharing rooms**  
Check-In - June 3  
Check-Out - June 7
2. Must be a DOT-accredited hotel/accommodation establishment in Region VIII.
3. At least a 3-star hotel/accommodation establishment
4. Stable and fast WiFi access
5. Complimentary use of hotel amenities and business center
6. Complimentary parking slots for the speaker/participants
7. Open to cancellation of room booking in case the room will not be occupied
8. Open to special arrangements in case number of participants of the same sex is not met.

**C. Function Room with Banquet Services (June 3 to 7)**

1. Well ventilated and well lighted private function room with stable and fast WiFi connection for all participants;
2. 5-day use of function room from 7:00 am to 7:00 pm;
3. Provide two (2) coordinators to assist the secretariat with logistics, accommodation, and other meal requirements;
4. Must provide AM and PM snacks for 40 pax;
5. Must be in a classroom or round table set-up which can accommodate 40 pax;
6. Must provide a podium;
7. With registration table located at the entrance;
8. One table near the podium reserved for the Resource Speakers and Secretariat;
9. Must provide the following materials:
  - a) At least two (2) units of wireless microphones;

- b) Basic sound system;
  - c) Projector with HDMI cable;
  - d) Projector screen;
  - e) Laser pointer/clicker;
  - f) whiteboard, and markers;
  - g) outlets/extension cords for laptops;
10. Entrance should have alcohol dispenser;
11. With free-flowing water, coffee, tea, nuts, candies, and mints.

**D. Meal Requirements for 40 pax**

1. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).

June 3
Lunch
PM Snacks
Dinner
June 4-6
Breakfast
AM Snacks
Lunch
PM Snacks
Dinner
June 7
Breakfast
AM Snacks
Lunch

**V. Total Budget**

**Six Hundred Fifty Thousand Six Hundred Seventy-Seven Pesos Only (PhP 650,677.00), inclusive of applicable taxes and other charges.**

**VI. Project Officer**

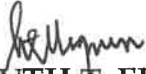
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