

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Ground Handler / Tour Operator
- II. **PROJECT TITLE** : First Regional Directors' Meeting
- III. **BACKGROUND** :

The Regional Directors' Meeting is a regular activity of the TRCRG sector. It serves as an avenue to guide the DOT Regional Directors with the plans and programs of the Tourism Regulation, Coordination and Resource Generation Sector, as well as those of the Department. Additionally, it serves as a coordination meeting with DOT Attached Agencies or DOT Central Offices, ensuring the precise calibration of projects, activities and programs (PAPs) with other partner agencies.

This year's meeting will focus on aligning destinations, products, and markets to achieve the Department's capacities and targets. It will highlight the critical role of the Regional Offices in this alignment process, aiming to enhance tourism capacities and effectively reach set targets. The agenda will also explore comprehensive strategies, collaborative approaches, and innovative initiatives aimed at optimizing regional resources for sustainable tourism development.

Likewise, topics such as the National Accommodation Standards and social media etiquette shall be discussed during the meeting. The National Accommodation Standards discussion will focus on ensuring quality and consistency in the hospitality sector, aligning with national tourism objectives. On the other hand, the segment on social media etiquette will delve into mastering digital citizenship, effective messaging, and maintaining a positive online presence. These discussions aim to equip the Regional Directors with essential knowledge and skills to navigate and leverage digital platforms responsibly, contributing to the overall professionalism and success of the tourism sector.

- IV. **INCLUSIVE DATES** : **May 16 to 18, 2024**

V. **MINIMUM REQUIREMENTS**

1. Must be accredited by the Department of Tourism;
2. Must agree to Government Procurement and Send Bill Arrangement
3. Inclusive of VAT and other government taxes
4. Unutilized particulars, if any, must not be charged to the Department

VI. **SCOPE AND WORK DELIVERABLES**

a. **Land Transportation**

- Inclusive of professional driver fees, driver's accommodation (if necessary), meals, expressway toll fees, parking fees, and applicable fees;
- All maintenance costs, gasoline, lubricant, other consumable costs and other related expenses will be covered by the tour operator.
- The vehicles should be in good running condition, clean and sanitized, with well-functioning air conditioning and spacious.
- Unutilized vehicles, if any, must not be charge to the DOT and be excluded from the final billing;
- Must be able to comfortably accommodate 10 pax in one vehicle for van and 20 pax in one coaster

- Accommodation establishment (PO / DO location) to be communicated with the winning bidder
- Provision of cold bottled drinking water and hygiene kits (must include: 1 spray bottle of 70% Solution Ethyl Alcohol (at least 50ml), handy pack tissue, and biodegradable wipes) for all participants during the product assessment date (17 May 2024);

Date	No. of Units	Capacity and Route
May 16, 2024	2 vans	<ul style="list-style-type: none"> • NAIA airport going to the Department of Tourism, Makati City / Accommodation Establishment of the participants • Department of Tourism going to the Accommodation Establishment (PM – after meeting. Approximately 5:30PM onwards) • Whole day rental of vehicles
May 17, 2024	1 coaster and 1 van	<ul style="list-style-type: none"> • From the Accommodation Establishment of the participants / DOT to the product assessment sites • From product site assessment to meeting with stakeholders in Quezon City (to be discussed with winning bidder) and back to the hotel / DOT • Coaster: Vehicle for VIPs during product assessment (aprx. 20 pax) • Van: Whole day service of the van for product assessment (aprx 10 pax) • Approximately until 10PM

b. Accommodation

- Accommodation (with breakfast) at a DOT-accredited property located 5-10 mins away from the Department of Tourism
- Must be at least a DOT Accredited Three Star Hotel or have the facilities of a three-star hotel as per DOT accreditation requirement
- Provision of early check in based on the itinerary
- Unutilized rooms, if any, must not be charged to the DOT and excluded from the final billing

Participants	Room Type	Check In	Check Out
7 Rooms (14 pax)	Twin Sharing	May 16, 2024	May 18, 2024

c. Product Assessment

- Number of Participants: 20 – 30 participants
- Date: 17 May 2024
- The tour operator may suggest the **whole day itinerary**, but it must include a Binondo Food Crawl Tour during the morning and market tour in the afternoon (Cubao Farmer’s Market)
- The Binondo Food Crawl must include the following:
 - Hopia Making Demo
 - Shanghai Fried Siopao

- Dumplings
- Lumpia and Kikiam
- Egg Tart
- Fried XLB
- Must include a tour guide (familiar with Binondo Food Crawl itinerary)
- Must include a tour coordinator
- The tour operator may propose changes to the itinerary, subject to the approval of the project officer.
- Entrance, meals, and other relevant fees for the tour must be paid by the tour operator.

VII. 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.

VIII. TOTAL BUDGET

The approved budget for this project PHP 275,300 inclusive of all applicable taxes and other applicable fees 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 above total budget.

The amount shall be chargeable against the OUSEC-TRCRG Funds, subject to existing accounting and auditing rules.

IX. PROJECT OFFICER / CONTACT PERSON:

Timothy S. Simpao
 Executive Assistant IV
 Office of the Undersecretary – TRCRG
 +63 2 8459 5200 loc 202
 ousec_trcrg@tourism.gov.ph

X. APPROVED BY:

SHAHLIMAR HOFER TAMANO
 Undersecretary for TRCRG and OIC-Chief of Staff