

TECHNICAL SPECIFICATIONS
ORIENTATION OF REGIONAL DIRECTORS AND FOCAL PERSONS FOR THE
PHILIPPINE TOURISM AWARDS
(Target Implementation Date: May 2024)

I. PROJECT

Procurement of Ground Handling Services (Accommodation, Meals, Conference Venue, Van Transportation) for the conduct of Orientation of Regional Directors and Focal Persons for the Philippine Tourism Awards

II. PROJECT DESCRIPTION AND OBJECTIVES

To have an orientation for the Regional Directors and Regional Focal Person for the Philippine Tourism Awards 2024.

III. PROCUREMENT REQUIREMENTS

The service provider shall meet the following minimum requirements:

- Must be PHILGEPS registered
- 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
- Must be willing to provide services on a send bill arrangement
- Accommodation must be DOT-Accredited
- Venue must be the same as accommodation of the 54 pax and must be located in Manila or Makati City
 - a. Function Requirement
 - i. Whole day use of Function Room that can comfortably accommodate 80 pax banquet or classroom meeting set up following the health and safety protocols for **May 30, 2024, 8:00 am to 5:00 pm.**
 - ii. Free flowing coffee and tea
 - iii. Registration table near the entrance of the function venue.
 - iv. Secretariat table inside the venue for easier facilitation
 - v. Must have the following basic function requirements:
 - Strong internet connection - capable of providing reasonable connection to participants
 - Podium for speakers
 - Basic sound system with functional wireless microphones for speakers and at least 2 additional microphones with stand for participants situated at the middle of the function room
 - Projector screen/s and LCD projector/s appropriate to the size and set up in the venue
 - Pencils/pens and pads set up in the tables of participants



- Designated IT/Technical personnel to assist during the seminar with at least one (1) back-up laptop as support to the secretariat

b. Accommodation Requirement

Two (2) nights accommodation stay with breakfast for fifty four (54) pax

Check In	May 29, 2024
Check Out	May 31, 2024

c. Meals

May 29, 2024	AM Snacks, Lunch, PM Snacks, Dinner	54 pax
May 30, 2024	AM Snacks, Lunch, PM Snacks, Dinner	84 pax
May 31, 2024	AM Snacks, Lunch, PM Snacks	54 pax

d. Van Transportation

3 Vans for pick up/drop off on May 29 and May 31, 2024.

IV. BUDGET OF THE PROJECT – 407,840.00


The amount shall be charged against the 2024 GAA of the OTDPRIM - Tourism Policy Formulation and Planning Program under Enriching Experiences and Enhancement of Overall Tourist Experience, Investing for Strategic and Long Term Products and Maximization of Domestic Tourism.

VII. PROJECT OFFICER / CONTACT PERSON:


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Approved by:


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