

**OFFICE OF TOURISM STANDARDS AND REGULATION  
STANDARDS DEVELOPMENT DIVISION**

**TECHNICAL SPECIFICATIONS**

**I. PROJECT TITLE**

SITE VALIDATION OF CRUISE TOURISM ACCREDITATION STANDARDS

**II. PURPOSE/OBJECTIVE**

The Office of Tourism Standards and Regulation is in need of a **DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)** in the Philippines engaged in the business of arranging roundtrip flights, cruise ship arrangements, land transfers and other ground arrangements, to conduct the **Site Validation of Cruise Tourism Standards**. The site validation aims to gather information on cruise operations, ship design/interiors and other best practices for the development of domestic cruise tourism guidelines

**III. MINIMUM REQUIREMENT FOR SUPPLIERS**

- Must be a **DOT-Accredited Service Provider (Travel and Tour Agency or Tour Operator)**
- Must be willing to provide services on a send-bill arrangement, with breakdown of actual expense
- 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. DETAILS OF SCOPE OF WORK AND DELIVERABLES**

**A. FLIGHT ARRANGEMENT**

To provide round trip international economy airfare for one (1) pax based on the following:

<b>Flight Date</b>	<b>Route</b>	<b>Time/Remarks</b>	<b>No. of Pax</b>
June 15, 2024 (Saturday)	Manila to Singapore	Departure from Manila: Between 5:00 am to 11:00 am  Arrival in Singapore: Between 9:00 am to 2:00 pm	1 pax
June 20, 2024 (Thursday)	Singapore to Manila	Departure from Singapore: Between 10:00 am to 02:30 pm  Arrival in Manila: Between 1:00 pm to 7:00 pm	1 pax

**Names of Passenger:**

1. **Mr. Virgilio M. Maguigad**

**Ticket Inclusions:**

- Inclusive of at least 20 kilos baggage allowance with 7 kilos hand carry per way
- Travel insurance with COVID-19 risk provision
- Regular fare (not promo fare)
- Rebookable

**B. CRUISE SHIP ARRANGEMENTS**

To provide **cruise ship tickets** for **1 pax** with the following details:

- **Inclusive dates:** June 16-18, 2024 (2 nights/Sunday to Tuesday)
- **Route:** Singapore - Malaysia – Singapore
- **Accommodation type:**
  - 1 room – Balcony Stateroom (Single Occupancy)
- **Inclusions:**
  - Cruise ship accommodation & full board meals for the trip duration
  - Port Charges and other applicable taxes
  - Mandatory gratuities for the duration of itinerary
  - Access to complimentary cruise facilities

**V. APPROVED BUDGET FOR CONTRACT FOR  
NINETY-ONE THOUSAND FIVE HUNDRED SEVEN PESOS  
AND 36/100 ONLY (₱91,507.36)**

**VI. TERMS OF PAYMENT**

- Payment shall be made to the supplier not less than thirty (30) working days after the project has been completed
- The payment shall be on a send bill arrangement, which shall be settled upon submission of the Statement of Account with a breakdown of expenses and other payment documents after the project has been completed
- Payment shall be based on actual expenses incurred but not to exceed **NINETY-ONE THOUSAND FIVE HUNDRED SEVEN PESOS AND 36/100 ONLY (₱91,507.36)** for the total actual cost of services rendered inclusive of VAT and other taxes. Subject to the government accounting and auditing rules and regulations.
- 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

**VII. PROJECT OFFICER/CONTACT PERSON**

  
**Ms. JENNIFER B. RUCIO / Ms. JC JAN O. CUETO**

Standards Development Division, Office of Tourism Standards and Regulation

Trunk Line: (02) 459-5200 to 30 Local 224

Mobile: 0995 510 8130 (Ms. Rucio) / 0905 473 4304 (Mr. Cueto)

Email: [sdd@tourism.gov.ph](mailto:sdd@tourism.gov.ph)

**NOTE:** *The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.*

Approved by:

  
**VIRGILIO M. MAGUIGAD, EnP**

Director

Office of Tourism Standards and Regulation