

TECHNICAL SPECIFICATIONS

I. PROJECT: FINANCIAL ACCOUNTABILITY REPORTS WORKSHOP AND ORIENTATION/REFRESHER ON RECENTLY ISSUED GUIDELINES

II. PURPOSE

The Department of Tourism - Financial and Management Service (DOT-FMS) is in need of a tour operator for the conduct of the abovementioned activities.

The workshops shall serve as the venue for the provision of assistance to the DOT Regional Office Finance Personnel for the completion and submission of the BFARS, roll-out of new/updated internal policy guidelines, and performance evaluation and operations strategy updating of the FMS.

III. PROJECT DETAILS

No. of Participants	:	60 pax
Implementation Period	:	1 – 5 July 2024
Location	:	Lajya, Batangas

IV. MINIMUM REQUIREMENTS

- A. Must be a DOT-accredited tour operator providing the following services/facilities:
1. Accommodation for sixty (60) pax for four (4) nights;
 2. Meals and snacks for sixty (60) pax for five (5) days; and
 3. One (1) function room with banquet/herringbone/flashbone set-up, audio-visual equipment and fast and stable wifi internet service, for four (4) days;
- B. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS); and
- C. Must be willing to provide services on send – bill arrangement.

V. SPECIFIC REQUIREMENTS

A. ACCOMMODATION (4 nights)

1. Check in on 1 July 2024, Monday and Check out on 5 July 2024, Friday;
2. 4 single rooms and twin/triple/quadruple sharing rooms for 60 pax for 4 nights;
3. Each room with bathroom (hot and cold shower) and complimentary wifi internet service;
4. Should be open for cancellation of room booking once not occupied by the participants without cost, provided notice is given within 2 days before check in date; and
5. Inclusion of free access to all facilities and amenities within the hotel/resort.
6. Must be willing to coordinate with the hotel for any sudden changes.

B. MEALS (13 meals and 9 snacks for 5 days)

1. Lunch and dinner, all with drinks, for 60 pax on 1 July 2024 (2 meals on Monday);
2. Breakfast, lunch, and dinner, all with drinks, for 60 pax on 2-4 July 2024 (9 meals for 3 days, Tuesday - Thursday);
3. Breakfast and lunch, all with drinks, for 60 pax on 5 July 2024 (2 meals on Friday);
4. Afternoon snack with drinks for 60 pax on 1 July 2024 (1 snack on Monday);
5. Morning and afternoon snacks, all with drinks for 60 pax on 2-4 July 2024 (6 snacks for 3 days, Tuesday - Thursday);
6. Morning and afternoon snacks, all with drinks for 60 pax on 5 July 2024 (2 snacks on Friday, afternoon snack to be packed/for takeaway);
7. Preferred Menu:
 - Breakfast: rice, toast, eggs, vegetables, chicken/pork/fish/beef viands, coffee, orange juice, hot chocolate
 - Lunch and Dinner: rice, soup, vegetables, chicken/pork/fish/beef viands, iced tea/soda, dessert
 - Bidder should submit their proposed menu;
8. All meals and snacks to be served in the rented function room unless specified; and
9. Provision of buffer meals and snacks for 5 pax in excess of 60 pax.
10. Must be willing to coordinate with the hotel for any sudden changes.

C. FUNCTION ROOM (1 room for 4 days)

1. One (1) function room, with a capacity of 60 pax, to be used on 1-4 July 2024 (4 days, Monday – Thursday);

2. Included or within the vicinity of the hotel/resort;
3. Banquet/Herringbone/Fishbone physical set-up;
4. Fast and stable wifi internet service that can accommodate 60 users for 4 days;
5. Provision of the following audio-visual equipment and assistance for each room:
 - LCD Projector and wide screen
 - White board
 - Basic sound system
 - Dedicated Technician/Technical Assistant for 5 days
 - Outlets/extension cords for laptops
 - Minimum of 4 microphones;
6. Free-flowing brewed coffee or kapeng-barako, hot chocolate and water; and
7. Must be willing to coordinate with the hotel for any sudden changes.

D. TRANSPORTATION

1. Two (2) coasters with a capacity of 30 pax or one (1) bus with a capacity of 60 pax to be used to transport participants from the DOT Makati Central Office to Laiya, Batangas and vice versa on 1 July 2024 and 5 July 2024 (Monday and Friday).
2. Accommodation, meals and other requirements of drivers should be covered by the tour operator.
3. Toll, parking and other related fees should also be covered.

VI. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract is **NINE HUNDRED TWENTY-THREE THOUSAND FOUR HUNDRED EIGHTY PESOS (P923,480.00) ONLY, including all applicable taxes, service fees and other related expenses**, and should cover all requirements enumerated above.

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


VII. OTHER REQUIREMENTS

Bidders must submit a cost breakdown to differentiate the amount of service fee and the amount to be earmarked for payment to third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.

Prepared by:


JERICHO V. DELFIN
Administrative Officer
Financial and Management Service

Approved by:


ROMAN G. BERSAMIRA
OIC – Assistant Secretary
Administration and Finance