

TECHNICAL SPECIFICATIONS

I. PROJECT: Ground Handling Services for Tourism Industry Skills Program (TISP)
Mid-Year Retooling and Assessment Workshop

II. BACKGROUND:

Group Name: Tourism Industry Skills Program (TISP) Midyear Retooling and
Assessment Workshop

No. of Pax: 68 Pax

Date: July 29 – August 2, 2024

Destination: National Capital Region

III. PURPOSE / OBJECTIVES

The Department of Tourism is in need of a service provider in the Philippines engaged in the business of providing transportation and van transfers for TISP Mid-Year Retooling and Assessment Workshop.

The Training Champions Retooling and Assessment Workshop plays a key role in effectively implementing various human capability training for the tourism industry stakeholders in the Philippines champions.

TISP Mid-Year Retooling Workshop aims to:

- 1) Equip the TISP Training Champions with proper knowledge on current programs and processes to enhance training delivery, facilitation, monitoring as well as reporting through continuing education programs.
- 2) Assess the progress of the implementation of training in each region.
- 3) Provide a platform to welcome new members of the regional training champions, establish teamwork and develop camaraderie among each other.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Must be a DOT-accredited service provider; and
- b. Willing to provide services on send-bill arrangement

V. SCOPE OF WORK / DELIVERABLES

VAN TRANSFERS

Date	Duration	Number of Vans	Itinerary
July 29, 2024	Whole day	Seven (7)	Ninoy Aquino International Airport - Hotel in NCR
July 29, 2024	Whole day	One (1)	Department of Tourism Office Hotel in NCR
July 29, 2024	Half day	One (1)	Office of the Training Provider (NCR) - Hotel in NCR
July 31, 2024	Half day	One (1)	Hotel in NCR - Office of the Training Provider (NCR)
August 1, 2024	Whole day	Eight (8)	Hotel to NCR - Within NCR
August 2, 2024	Whole day	Seven (7)	Hotel in NCR - Ninoy Aquino International Airport
August 2, 2024	Whole day	One (1)	Hotel in NCR- Department of Tourism Office

VI. APPROVED BUDGET COST

One Hundred Ninety Four Thousand Eight Hundred Twenty Eight pesos only (₱194,828.00) inclusive of all applicable government taxes in accordance with government procedure.

VII. PROJECT OFFICER/CONTACT PERSON:

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VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements by the supplier.

Prepared by:

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