

## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

#### MEET KOREA: AN INTRODUCTION TO KOREAN CULTURE AND LANGUAGE

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : August 11 to 17, 2024  
Location : El Nido, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims to meet the learner's requirements for language acquisition and to provide tourism professionals with the essential Korean language abilities to perform effectively in their line of work.

### III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila and/or El Nido, Palawan**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

### IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

### V. SCOPE OF WORK / DELIVERABLES

#### A. Transportation

- *Grab Fare for Resource Speaker*  
August 11, 2024 – Sta. Mesa, Manila to Airport  
August 17, 2024 – Airport to Sta. Mesa, Manila
- *Airfare*  
**Mr. David John Apigo / DOB:**  
August 11, 2024 – Manila to El Nido (morning flight)  
August 17, 2024 – El Nido to Manila (morning flight)  
**Ms. Ma. Ednelliza Balagtas / DOB: October 2, 1998**  
August 17, 2024 – El Nido to Manila (morning flight)
- *Van Transfer*  
August 11, 2024 – El Nido Airport to Accommodation  
August 17, 2024 – Accommodation to El Nido, Airport

#### B. Accommodation with Breakfast (must be DOT Accredited)

Guests: 1 Resource Speaker and 1 DOT Facilitator  
Check-in: August 11, 2024  
Check-out: August 17, 2024  
Two (2) Single Occupancy Room

**C. Function Venue**

- Date of Training: August 12 to 16, 2024 (8 hours/day)
- Number of Participants: 40 pax
- Must have available stage/podium, laptop, microphones / PA system, projection screen and LCD projector

**D. Outside Meals**

**Resource Speaker**

August 11, 2024 – Breakfast, Lunch and Dinner

August 12 to 16, 2024 – Dinner

August 17, 2024 – Lunch and Dinner

**DOT Facilitator**

August 11, 2024 – Lunch and Dinner

August 12 to 16, 2024 – Dinner

August 17, 2024 – Lunch and Dinner

**E. Miscellaneous**

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper (200 packs)

**VI. APPROVED BUDGET FOR THE CONTRACT**

The total budget allocation is **ONE HUNDRED SEVENTY – ONE THOUSAND EIGHT HUNDRED TWENTY – FIVE PESOS (Php 171,825.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

**VII. PAYMENT PROCEDURE**

Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

**VIII. PROJECT OFFICER / CONTACT PERSON**

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