

**TECHNICAL SPECIFICATION FOR THE SERVICES OF A DOT-ACCREDITED TOUR OPERATOR FOR THE
CONDUCT OF NEW INTERNAL QUALITY AUDIT TRAINING FOR NEW AUDITORS
24-27 SEPTEMBER 2024**

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT TITLE** : New Internal Quality Auditor Training
- III. **PROJECT DATE** : 24-27 September 2024 in Clark, Pampanga
- IV. **PURPOSE/ OBJECTIVE** :

This activity aims achieve the following objectives:

- To qualify new ISO 9001:2015 internal auditors.
- Learn how to establish the checkpoints to be audited by the auditors during the internal audit.
- Identify the focus areas of the internal audit process.

V. **MINIMUM REQUIREMENTS**

- Must be a tour operator / ground handler / travel agency accredited by the Department of Tourism (DOT)
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
- Must be willing to provide services on send-bill arrangement or government procedures
- 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

VI. **SCOPE OF WORK AND DELIVERABLES:**

A) Accommodation

- Complimentary use of Wi-Fi (Internet connection must be stable)
- Complimentary car parking coupons
- Seventeen (17) twin-sharing rooms
Check-in: 24 September 2024
Check-out: 27 September 2024
- One (1) Solo room
Check-in: 24 September 2024
Check-out: 27 September 2024
- Only utilized room(s) must be charged to the DOT in the final billing.

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Accommodation must be DOT-accredited and must be located within Pampanga.

B) Venue Requirements/ Function Room

Inclusion:

- Must be able to accommodate at least 35 pax from 0800H-1800H
- Use of basic sound system with microphones
- Extension cords
- Wide projector screen
- Whiteboard with markers and eraser
- AM & PM Snacks
- Free flowing of coffee, tea, and hot choco
- Nuts and chips
- Printer
- Flipchart with easel stand
- Complimentary parking
- Complimentary Wi-Fi access
- September 25-26, 2024

C) Transportation Requirements

- Bus
- Makati-Clark-Manila - September 24 & 27, 2024
- Can accommodate at least 35 pax
- Driver– Professional, experienced, well-trained, knowledgeable of the routes from Metro Manila - Clark, and vice-versa.
- Service fee must cover expenses for fuel, toll and parking, insurance, permits, environmental fees, and meals/accommodation of the driver.
- Should provide immediate change of vehicle in case of breakdown, without additional cost.
- Must adhere to the minimum health and safety standards set by the Department of Tourism.

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C) MEALS

DATE	FOOD RATE/ PAX	REMARKS
24-27 September 2024	For 35 pax <ul style="list-style-type: none">● Breakfast● Lunch● Dinner Php 150 x 3 days x 35 pax Sept 24-27	Accommodation must be DOT-accredited and must be located within Pampanga

VII. BUDGET

The approved total budget is **Three Hundred One Thousand One Hundred Thirty Pesos (P301,130.00)** inclusive of all taxes and other applicable fees. The winning bidder 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. Further, the winning bidder must be willing to provide services on send-bill arrangement.

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Project cost shall be charged against the GAA FY 2024 of the Planning Service subject to existing accounting and auditing rules.

VIII. CONTACT PERSON

Contact Person : KRISTINE ANGELICA FIGUERRA/ SOPHIEA LOREN
DE GUZMAN
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APPROVED BY:



ALAIN C. QUESEA

OIC-Director, Planning Service