

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Service Provider (DOT-Accredited Tour Operator)
- II. **PROJECT TITLE** : Strategic Planning Workshop and Target Setting
- III. **PROJECT DETAILS** :
- No. of Participants** : 20 pax
  - Implementation Period:** 08-11 October 2024 (including travel dates)
  - Location** : Zambales

### IV. PROJECT BACKGROUND AND OBJECTIVES

The activity aims to develop and improve the performance of the Planning Service for 2024 and beyond, further develop the strengths of each personnel and explore areas for improvement. It shall open communication channels among the staff to foster unity and camaraderie. At the end of the session, the participants should able to:

- Evaluate and assess the performance of the Planning Service in the previous and current year;
- Identify difficulties and challenges encountered and formulate ways to address these challenges; and
- Discuss and agree on individual commitments for PS Program, Activity, and Projects (PAPs) implementation; and
- Draft the Planning Service Work and Financial Plan F.Y 2025.

### V. MINIMUM REQUIREMENTS

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

#### a. ACCOMMODATION REQUIREMENTS IN ZAMBALES

- Ten (10) twin-sharing rooms \*with breakfast
- Check-in: October 08, 2024  
Check-out: October 11, 2024
- Accommodation must be DOT-accredited and must be located within Zambales  
Inclusions:
  - Free access to all facilities and amenities within the hotel/resort
  - Strong Wi-Fi connection

**b. VENUE REQUIREMENTS / FUNCTION ROOM**

- Must be able to accommodate at least 20 pax (classroom setup)
- From 0800H – 1800H
- Free flowing coffee/tea/candies and water station
- Projector and large projector screen/s
- Public Address System (Speakers and 2 microphones)
- Extension Cords
- Standby personnel for IT-related concerns
- With stable internet connection
- Alcohol dispensers around the room
- Whiteboard with markers
- Secretariat and registration tables
- Paper and pencil/ballpen for participants

**c. TRANSPORTATION REQUIREMENTS**

- Coaster / Van Rental
- Manila-Zambales-Manila – October 08-11, 2024
- Can accommodate maximum of 20 pax
- Driver should be Professional, experienced, well-trained, knowledgeable of the routes from Metro Manila – Zambales, 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.
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism.
- Itinerary may be subject to change provided that the end-user must give notice.

**d. MEALS**

<b>DATE</b>	<b>FOOD RATE / PAX / DAY</b>	<b>REMARKS</b>
08-11 October 2024	For 20 pax <ul style="list-style-type: none"><li>• Breakfast</li><li>• Lunch</li><li>• Dinner</li></ul>	Must within Zambales during the stay of participants


**e. BUDGET**

The approved total budget is **TWO HUNDRED EIGHTY-THREE THOUSAND EIGHT HUNDRED TWENTY PESOS (P283,820.00) inclusive** of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Project cost shall be charged against the Planning Service GAA FY 2024, subject to existing accounting and auditing rules.

**Prepared by:**

  
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**Approved by:**

  
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