

**TECHNICAL SPECIFICATION FOR MEALS AND ACCOMODATION FOR THE 7S FOR GOOD HOUSEKEEPING FY 2024**

- I. **BIDDER** : DOT Accredited Tour Operator
- II. **PROJECT TITLE** : 7s for Good Housekeeping Training
- III. **PROJECT DATE** : 21 October 2024
- IV. **PURPOSE/ OBJECTIVE** : To provide reference on how to apply, monitor and improve the implementation of the 7s for Good Housekeeping.
- V. **MINIMUM REQUIREMENTS:**
  - a. Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
  - b. Must be willing to provide services on a send bill arrangement compliant with government procedures
- VI. **SCOPE OF WORK AND DELIVERABLES:**

**A. Meals**

<b>NO. OF PAX</b>	<b>MEAL</b>	<b>PREFERRED VENUE</b>
40	AM Snack, PM Snack	Within the venue of the event
40	Lunch	October 21, 2024

**Inclusion:**

- Buffet-Lunch and PM Snack Set Up (Central Office)
- Must be able to provide uniformed and well-trained banquet service personnel per food station until the end of the session.
- Menu must be approved by the project officer
- Menu of Lunch should include soup, beef or pork & fish or chicken, vegetable, dessert, rice, salad with one round of drink
- In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.
- Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
- Number of pax per food station to be determined by the project officer.
- Table and Table set-up with complete utensils for PM Snacks and Lunch

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**B. Accommodation Requirements**

- Hotel within one (1) km radius of DOT Makati Central Office
- Five (5) twin-sharing rooms with complimentary breakfast  
Check-in: 20 October 2024  
Check-out: 22 October 2024
- With WiFi access
- Billing for rooms shall be based on the number of actual occupants.

**VII. BUDGET**

The approved total budget is **SIXTY-EIGHT THOUSAND PESOS** (PHP 68, 000.00) 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. Further, winning bidder must be willing to provide services on send-bill arrangement.

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

**VIII. CONTACT PERSON**

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**APPROVED BY:**

**ALAIN C. QUESEA**

OIC-Director, Planning Service