

LS and LLU Year-End Assessment (Procurement of Tour Operator Services)

TECHNICAL SPECIFICATIONS

I. PROJECT

Department of Tourism (DOT) – **Legal Service (LS) together with the Legislative Liaison Unit's (LLU) Year-End Review of Plans and Programs, and Target-Setting for FY 2025** on 26 to 29 November 2024 in Batangas Province ("**Year-End Assessment**").

II. PURPOSE / OBJECTIVE

The Year-End Assessment aims to boost the LS and LLU offices' productivity by identifying measures for improvement of business processes, budget utilization, and attainment of Quality Management System (QMS) quality objectives.

The activity is envisioned to help the office improve its processes, procedures, and outputs and encourage strong team collaboration.

During the Year-End Assessment, LS will:

- a. Review its business processes and assess areas for improvement;
- b. Finalize the LS Plans and Programs for FY 2025;
- c. Evaluate procedures relative to Quality Management System quality procedure and aligned documents.
- d. Set Office Performance Commitments/Targets for the 1st Semester of FY 2025 in relation to the Strategic Performance Management System (SPMS).

For this undertaking, DOT needs the services of a tour operator to provide arrangements for land, accommodation, meal requirements, training venue, and technical assistance during the Year-End Assessment.

III. MINIMUM REQUIREMENTS

1. Must be a DOT-Accredited Tour Operator
2. Terms of Payment: Government Procedure / willing to provide services on a send bill arrangement.
3. Must be flexible to make adjustments in schedules and timelines, if necessary; and
4. Must be PHILGEPS registered
5. 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

IV. DATE AND LOCATION OF THE EVENT

26 to 29 November 2024 in Batangas Province

Winning bidder must be amenable to change in schedule.

V. NUMBER OF TARGET PARTICIPANTS

Twenty-Seven (27) pax consisting of Legal Service (LS) and Legislative Liaison Unit (LLU) personnel

VI. SCOPE OF DELIVERABLES

A. Land Transportation Requirements

1. Provision of one (1) 49-seater air-conditioned bus;
2. Must provide well-groomed and COVID-19 fully vaccinated driver;
3. Must provide one (1) coordinator to assist with logistics, meals and transportation requirements;
4. Inclusive of driver and coordinator's fees, meals, accommodation, fuel expenses, toll fees, parking fees, and other fees;
5. Winning bidder will be provided with the schedule of arrival and departure of LS and LLU personnel;
6. Must be able to secure necessary permits from LGU, if applicable.

Day 1
One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator 12:00 NN – DOT Makati to Hotel in Batangas 6:00 PM – (Dinner) Hotel to a local restaurant and vice versa
Day 2 and 3
One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator • Standby for lunch and dinner outside the venue
Day 4
One (1) Bus with well-groomed and fully-vaccinated driver and one (1) coordinator ETD: 11:00 AM– Hotel in Batangas to DOT Makati City

**Itinerary may be subject to change, provided end-user must give prior notice*

B. Accommodation Requirements

1. Thirteen (13) Twin-sharing rooms
2. One (1) Single Occupancy room
Check-In – 26 November 2024
Check-Out – 29 November 2024
3. Must be a DOT-accredited hotel/accommodation establishment in Batangas
4. At least a 3-star hotel/accommodation establishment
5. Stable and fast WiFi access
6. Complimentary use of hotel amenities and business center
7. Open to cancellation of room booking in case the room will not be occupied
8. Open to special arrangements in case number of participants of the same sex is not met.
9. Schedule subject to change, provided end-user must give prior notice

C. Function Room with Banquet Services (Day 2 to 3)

1. Well ventilated and well lighted private function room with stable and fast WiFi connection for all participants;
2. 2-day use of function room from 10:00 am to 5:00 pm;
3. Provide one (1) coordinator to assist the secretariat with logistics, accommodation, and other meal requirements;

4. Must provide AM and PM snacks for 27 pax;
5. Must be in a classroom set-up which can accommodate 27 pax;
6. Must provide the following materials:
 - a) At least two (2) units of microphones;
 - b) Basic sound system;
 - c) Projector with HDMI cable;
 - d) Projector screen;
 - e) Pens and pad papers to participants;
 - f) whiteboard, and markers;
 - g) outlets/extension cords for laptops;
7. With free-flowing water, coffee, tea, and mints.
8. Schedule subject to change, provided end-user must give prior notice

D. Meal Requirements for 27 pax

1. Must provide uniformed and well-trained banquet service personnel and a designated staff to attend to all meal arrangements during the Year End Assessment;
2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).

Day 1 (Ingress)
Lunch (packed lunch to be distributed prior to departure in DOT Makati)
Dinner (at a local restaurant in Batangas)
Day 2 and 3
Breakfast
Lunch
Dinner (at a local restaurant in Batangas)
Day 4 (Egress)
Breakfast
Lunch
Dinner (packed)

VII. APPROVED BUDGET OF THE CONTRACT (ABC):

The approved budget is **Three Hundred Thirty-Two Thousand One Hundred Twenty-Six Pesos and 66/100 (PhP332,126.66)** inclusive of applicable taxes and other charges.

**The payment shall be based on the actual expenses incurred in case target number of participants are not met. Final count of participants will be confirmed a week before the event.*

VIII. PROJECT OFFICERS

Contact Persons : Veronica Reyes (0929 5264858) – vjreyes@tourism.gov.ph
Cherry Regala (0995 6436114) – cbregala@tourism.gov.ph


Office : Legal Affairs Service
Penthouse (6th flr), DOT Bldg. 351 Sen. Gil Puyat Ave., Makati
City

Contact Number : 459 5200 local 619 and 620

Prepared by:


VERONICA J. REYES
Legal Assistant II
Legal Service

Noted by:


ATTY. ADLENE MARIE C. SARMIENTO-ARTECHE
OIC-Chief AIACD
Legal Service

Approved by:


ATTY. JENNIFER A. OLBA
Director
Legal Service