

## TECHNICAL SPECIFICATIONS

- I. **PROJECT TITLE** : Participation In/Conduct of Local and International Culture-Oriented Events, Conferences and Activities as Part of Consumer Activation (**Terra Madre Visayas 2024**)
- II. **PROJECT DATE** : 20 to 23 November 2024
- III. **PROJECT VENUE** : Bacolod City
- IV. **SUPPLIER** : Service Provider/Ground Handler
- V. **BACKGROUND**

The Department of Tourism (DOT), through its Cultural Tourism team, is actively developing Food and Gastronomy Tourism as one of its priority sub-sectors. As part of this initiative, the DOT is incorporating the principles of Slow Food to promote sustainable tourism within the Food and Gastronomy sector.

Terra Madre Salone del Gusto is one of the largest gatherings of Slow Food advocates worldwide, held biennially in Turin, Italy. It focuses on sustainable agriculture and travel, with a vision of creating a better future, fighting for good, clean and fair food. Last 26 to 20 September 2024, the DOT participated in Terra Madre Salone del Gusto 2024 in Turin, Italy. A key highlight was the signing of a Memorandum of Agreement (MOA) designating Bacolod City, Negros Occidental, as the official hub of Slow Food in Asia.

Locally, Terra Madre Visayas serves as a regional edition of the global event. For this year's edition, from 19 to 23 November 2024, the event will be held in Bacolod to officially announce Bacolod City, Negros Occidental, as the Slow Food hub in Asia.

## VI. MINIMUM REQUIREMENTS

- Must be PHILGEPS Registered
- Must be accredited by the DOT
- Must be willing to provide services on send-bill arrangement
- Must have experience in handling DOT requirements
- Must submit their quotation with cost breakdown to differentiate the amount of service fee and amount to be earmarked for the payment to the third parties or other proprietors. Otherwise tax withheld will be credited for the total contract prize.

## VII. SCOPE AND WORK DELIVERABLES

Provide ground arrangement with provisions for air and land transportation, accommodation, and meals;

### A. Domestic Air Tickets

- Provision of roundtrip economy class domestic air tickets for the DOT central office – cultural-tourism team (6 pax), inclusive of 1 pc 20 kg check-in baggage and 1 pc 7 kg hand carry;

No. of pax	Baggage Allowance	Additional Baggage Allowance
6 pax	1 pc 20 kg check-in baggage 1 pc 7 kg hand carry	no additional baggage allowance

- Only utilized flights must be billed to the DOT in the final billing.  
**Participants:** DOT central office – cultural-tourism team (6 pax)

**No. of Pax:** 1 pax

**Flight Details:**

Date	Destination	Preferred Flight Details
November 20, 2024	Manila to Bacolod	Morning Flight
November 22, 2024	Bacolod to Manila	Evening Flight

**No. of Pax:** 2 pax

**Flight Details:**

Date	Destination	Preferred Flight Details
November 21, 2024	Manila to Bacolod	Morning Flight
November 22, 2024	Bacolod to Manila	Evening Flight

**No. of Pax:** 3 pax

**Flight Details:**

Date	Destination	Preferred Flight Details
November 20, 2024	Manila to Bacolod	Morning Flight
November 23, 2024	Bacolod to Manila	Evening Flight

*\*Note: If above flights have been fully booked or are not available, the supplier may present the next available flight option provided that it will not exceed the prescribed budget.*

**B. Accommodation**

- Cover all accommodations of the DOT central office – cultural-tourism team on a single and twin occupancy basis, with complimentary breakfast, at a DOT-accredited property located on Bacolod City not exceeding the allowable cost under the EO 77 guidelines (P900.00 per person per night, based on the P1,800.00 daily travel expense allowance);

No. of Rooms	Room Type	Meals	Check In	Check out	Location
1	Single occupancy	Breakfast	November 20	November 22	Bacolod City
1	Twin occupancy	Breakfast	November 21	November 22	Bacolod City
1	Triple occupancy	Breakfast	November 20	November 23	Bacolod City

- Only utilized rooms must be billed to the DOT in the final billing.  
**Participants:** DOT central office – cultural-tourism team (6 pax)  
**No. of Pax:** 6 pax

**C. Meals**

- Provision of Lunch and Dinner for the DOT central office – cultural-tourism team (6 pax)  
*\*breakfast included in accommodation*  
**Participants:** DOT central office – cultural-tourism team (6 pax)  
**No. of Pax:** 6 pax

Date	Lunch	Dinner
November 20, 2024	4 pax	4 pax
November 21, 2024	6 pax	6 pax
November 22, 2024	6 pax	3 pax
November 23, 2024	3 pax	3 pax

#### D. Transportation Service

- Van service within Bacolod City inclusive of professional driver fees, driver's accommodation, if necessary, meals, expressway toll fees, parking fees, and applicable environmental fees.

Date	No. of Units	Capacity and Route
November 20, 2024	1 van	Airport – Hotel – Event Venue – Hotel 12-seater van
November 21, 2024	1 van	Hotel – Event Venue – Hotel <i>*With airport transfer within the day</i> 12-seater van
November 22, 2024	1 van	Hotel – Event Venue – Hotel <i>*With airport transfer within the day</i> 12-seater van
November 23, 2024	1 van	Hotel – Event Venue – Airport 12-seater van

#### VIII. BUDGET:

The total budget for this project is **ONE HUNDRED TWENTY THOUSAND SEVEN HUNDRED SEVENTY-TWO PESOS AND 80/100 (PHP 120,772.80)** inclusive of all applicable taxes and should cover all requirements enumerated above.

#### IX. PAYMENT REQUIREMENTS:

Submission of the following documents upon completion of the project for facilitation of payment:

- a. Original hotel/resort manifest
- b. Original trip tickets of land transfers (van)
- c. Billing statement

*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.*

#### X. CONTACT PERSON

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