

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA REGION
Date : December 1-4, 2024, *inclusive of travel date*
Location : Puerto Galera, Oriental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help the Filipino Tourism Frontliners, specifically the tour guides to revisit their skills in commentary development. Moreover, it aims to: (1) understand the concept of the parts and functions of a commentary (2) identify different “unhealthy habitual practices” of a tour guide in the commentary (3) know how commentary affects the total satisfaction level of a visitor by practicing due professional diligence in service delivery (4) remember the process how commentaries become impactful and lasting (5) demonstrate their commentary with integration of the health and safety protocols and (6) restart in the tour guiding industry with confidence, professional conduct and enabling to becoming Goodwill Ambassador of the MIMAROPA Region.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila and/or Puerto Galera**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor’s / Business Permit / *BIR Certification (for Individual)*
- PHILGEP’s Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES

A. Transportation

- *Boat Fare and Terminal Fee*
Passenger:
Ms. Rochelle Camille A. Antenor / DOB: August 3, 2002
Mr. Romano De Castro Del Rosario / DOB: February 12, 1987

December 1 – Batangas Port to Balatero Port
December 4 – Calapan Port to Batangas Port
- Transfer Fee
Passenger:
Ms. Rochelle Camille A. Antenor / DOB: August 3, 2002
Mr. Romano De Castro Del Rosario / DOB: February 12, 1987
- *Grab*
Passenger:
Mr. Romano De Castro Del Rosario / DOB: February 12, 1987

December 1 – Residence to Buendia
December 4 – Buendia to Residence

B. Accommodation

- One Single Room for DOT Facilitator
December 1-4, 2024 (3 Nights & 4 Days)
- One Single Room for Speaker (Commentary Development)
December 1-4, 2024 (3 Nights & 4 Days)

C. Training Meals

Date of Training: December 2-4, 2024
Number of Participants: 35 pax
Meals: AM/PM Snacks and Lunch

D. Outside Meals

- DOT Facilitator
December 1 – Breakfast, Lunch and Dinner
December 2 – Breakfast and Dinner
December 3- Breakfast and Dinner
December 4- Breakfast and Dinner
- Speaker
December 1 – Breakfast, Lunch and Dinner
December 2 – Breakfast and Dinner
December 3- Breakfast and Dinner
December 4- Breakfast and Dinner

E. Miscellaneous

- Backdrop Tarpaulin
- Vellum Board
- Training Venue

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **ONE HUNDRED FIFTY-EIGHT THOUSAND FOUR HUNDRED TEN PESOS (Php 158,410.00)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (**send bill arrangement**). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VIII. PROJECT OFFICER / CONTACT PERSON

Name : ROCHELLE CAMILLE A. ANTENOR
Email : tisp.dot4b@gmail.com / dot4b.training@tourism.gov.ph
Contact No. : 0966 028 2937