

TECHNICAL SPECIFICATIONS

*Procurement of Services of a Tour Operator for the Strategic Planning
of the Office of Special Concerns*

10-13 December 2024

- I. **TITLE:** Procurement of Tour Operator Services
- II. **DATE:** 10-13 December 2024
- III. **LOCATION:** Baler, Aurora
- IV. **OBJECTIVES**
To conduct the Office of Special Concerns Strategic Planning in Baler, Aurora from December 10-13, 2024
- V. **Minimum Requirements**
1. DOT-accredited service provider.
 2. Preferably based in Aurora or in Region III
 3. Willing to provide services on a send bill arrangement.
 4. Provides **onsite** logistic staff for seamless coordination.
- VI. **Scope of Deliverables**

STRATEGIC PLANNING	
A. Accommodation for 4 days 3 nights Inclusive Dates: Check-in 10 December 2024 Check-out 13 December 2024	Requirements: <ul style="list-style-type: none">• DOT Accredited Accommodation• Five (5) Twin-sharing Room for DOT OSC Official and Staff• Preferably with strong WiFi access
B. Two (2) Van units for four (4) days Route Summary: DAY 1: 10 December Manila to Baler ETD in Manila: 5:00 AM Estimated Time of Use: 5:00AM to 5:00PM DAY 2-3: 11-12 December Around Central Aurora	Requirements: <ul style="list-style-type: none">• DOT Accredited Transport Service• Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s.• Driver and coordinator's fees, meals, accommodation.• Fuel expenses, toll fees, parking fees.• Twelve (12) Hours of use per day.

<p>(Baler, San Luis, Maria Aurora, Dipaculao) Estimated Time of Use: 9:00am-9:00pm</p> <p>DAY 4: 13 December Baler to Manila ETD in Baler: 12:00 NN Estimated Time of Use: 10:00am-10:00pm</p>	
<p>C. Meals for ten (10) pax</p>	<p>Requirements:</p> <p>DAY 1:</p> <ul style="list-style-type: none"> • Breakfast, Lunch, Dinner • AM & PM Snacks with Bottled Water <p>DAY 2:</p> <ul style="list-style-type: none"> • Breakfast, Lunch, Dinner • AM & PM Snacks with Bottled Water <p>DAY 3:</p> <ul style="list-style-type: none"> • Breakfast, Lunch, Dinner • AM & PM Snacks with Bottled Water <p>DAY 4:</p> <ul style="list-style-type: none"> • Breakfast, Lunch, Dinner • AM & PM Snacks with Bottled Water
<p>D. Function Room / Venue and Equipment Rental</p>	<p>Requirements:</p> <ul style="list-style-type: none"> • Venue and Equipment Rental for 4 days, 8 hours of usage per day • Projector and Basic Sound System • Free-Flowing coffee and water

AMOUNT

The total amount allocated is **PhP 182,220.00** covering all activity-related expenses including taxes and fees. Payment shall be based on the actual number of participants and/or hours of usage.

CONTACT DETAILS

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