

TECHNICAL SPECIFICATIONS

- I. **BIDDER** : Ground Handler Services
- II. **PROJECT TITLE** : Audit/Site Inspection of Wellness Facilities/Assets in Central Visayas (Dumaguete, Cebu, and Bohol)
- III. **PROJECT DATE** : December 09 to 14, 2024
- IV. **MINIMUM REQUIREMENTS**
- A. Must be accredited by the DOT
 - B. Must be willing to provide services on send – bill arrangement
 - C. Ground arrangement for tour package (tourist transport services with social distancing considerations, single and twin-sharing accommodations, full board meals and snacks, toll and entrance fees and other related services)
 - D. Bidders 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.
- V. **SCOPE AND WORK DELIVERABLES**
- Provide ground services, including accommodation, full board meals, round-trip domestic airfare, and land/boat transportation
- A. **Accommodation Requirements:** Must be DOT Accredited with Certificate to Operate.
- Cover all accommodations on a single and twin occupancy basis (with complimentary breakfast), preferably at least 2-star-rated DOT-accredited hotels in Cebu and Panglao on the following dates for:
- Cebu Area**
- **Badian** – 3 Twin Rooms and 1 Single Room [Check-in December 9, 2024 | Check-out: December 10, 2024
 - **Cebu City** – 3 Twin Rooms and 2 Single Rooms [Check-in December 10, 2024 | Check-out: December 11, 2024
- Bohol Area**
- **Panglao** - 3 Twin Rooms and 2 Single Rooms [Check-in December 11, 2024 | Check-out: December 14, 2024
- B. **Transportation Service Requirements:** Must be DOT Accredited.
- Air-conditioned vehicle, seating capacity for the following: Van: 4-8 Seats and Ferry Transfers
- Van Transfers:**
- December 09, 2024:** Dumaguete Town and nearby areas | (1) unit of van / 4-8 seats (4 hours)
Liloan Fastcraft Port to Badian/Moalboal | (1) unit of van / 4-8 seats (4 hours)
- December 10, 2024:** Cebu City and nearby areas | (1) unit of van / 4-8 seats (10-12 hours)
- December 11, 2024:** Mactan and nearby areas | (1) unit of van / 4-8 seats (10-12 hours)
Tagbilaran to Panglao, Bohol (Van Transfer)
- December 12, 2024:** Panglao and nearby areas | (1) unit of van / 4-8 seats (10-12 hours)
- December 13, 2024:** Anda and nearby areas | (1) unit of van / 4-8 seats (10-12 hours)
- December 14, 2024:** Panglao and nearby areas | (1) unit of van / 4-8 seats (6-8 hours)
Airport Transfer | (1) unit of van / 4-8 seats
- Ferry Transfers:**
- December 09, 2024:** Tampi Port to Liloan Fastcraft Port (Ferry/Boat Transfer) for 6 pax
- December 11, 2024:** Cebu Port Area to Tagbilaran (Ferry/Boat Transfer) for 7 pax

C. Meal Requirement: Complimentary breakfast at hotel/resort.

December 09, 2024: Lunch and Dinner for 6 pax

December 10, 2024: Breakfast – for 6 pax; Lunch and Dinner for 7 pax

December 11 to 13, 2024: Breakfast, Lunch and Dinner for 7 pax

December 14, 2024: Breakfast and Lunch for 7 pax

D. Roundtrip Domestic Air Ticket Requirement:

- 7kg hand carry and 20kg baggage allowance for 6 pax

December 9, 2024:

- Manila to Dumaguete (morning flight) – 4 pax
- Cebu to Dumaguete (morning flight) – 2 pax

December 10, 2024:

- Iloilo to Cebu (morning flight) – 1 pax

December 14, 2024:

- Tagbilaran – Iloilo (afternoon flight) – 1 pax
- Tagbilaran – Cebu (afternoon flight) – 2 pax
- Tagbilaran – Manila (afternoon flight) – 4 pax

VI. BUDGET

- Total Budget allocation of **Three Hundred Fifty-Two Thousand Eight Hundred Pesos and Seventy Centavo (PHP 352,800.70)** inclusive of taxes. Full payment shall be made upon completion of the project (send bill arrangement).

VII. 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 and boat)
 - c. Boarding Passes for the roundtrip domestic air tickets and copy of the e-ticket
 - d. DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

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.

VIII. CONTACT PERSON

Contact Person : Miah Adao
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Approved by:


PAULO BENITO S. TUGBANG, M.D
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Date: 28 November 2024