

# **TECHNICAL SPECIFICATION**

(Ground Handling)

**I. PROJECT: 2024 Training Monitoring and Impact Assessment**

## **II. BACKGROUND**

- Group Name: 2024 Training Monitoring and Impact Assessment
- No. of Pax: 4 pax
- Date: December 17-20, 2024
- Location: National Capital Region and CALABARZON

## **III. PURPOSE/OBJECTIVES**

The 2024 Training Monitoring and Impact Assessment aims to evaluate the effectiveness and impact of the FBSE training programs on participants' knowledge, skills, and professional development. The assessment seeks to determine how the training has enhanced the quality of service, increased productivity, and contributed to the overall professional growth of participants within the tourism industry.

## **IV. MINIMUM REQUIREMENT**

The Office of Human Capital Development is in need of ground handling services for the conduct of 2024 Training Monitoring and Impact Assessment. The service provider must be able to provide a DOT accredited establishment within Metro Manila for accommodation, an appropriate training venue, LED TV Wall, and meals for the conduct of the 2024 TISP Year-End Assessment Workshop and Gawad Tagapagsanay 2024.

The ground handler should be willing to provide services on send-bill arrangement and must be flexible to make adjustments in schedules and timelines, if necessary.

## **V. TERMS OF REFERENCE / SCOPE AND DELIVERABLES**

### **1. Accommodation in a DOT-Accredited Hotel**

- Two (2) rooms for twin sharing for a total of four (4) OHCD personnel for three (3) nights

<b>Night</b>	<b>Date</b>	<b>Location</b>
Night 1	December 17, 2024	Sta. Rosa Area
Night 2	December 18, 2024	Pasay Area
Night 3	December 19, 2024	Makati Area

- Room accommodation must be **inclusive of breakfast**
- Room accommodation should be open for cancellation of room booking once not occupied by the staff without cost, provided notice is given within 2 days before check in date
- Complimentary Wi-Fi

## 2. Meals

- Provision of meals for the following:

Date	Pax	Meal Inclusions
December 17, 2024, Tuesday	4	<ul style="list-style-type: none"> <li>● Breakfast</li> <li>● Lunch</li> <li>● Dinner</li> </ul>
December 18, 2024, Wednesday	4	<ul style="list-style-type: none"> <li>● Lunch</li> <li>● Dinner</li> </ul>
December 19, 2024, Thursday	4	<ul style="list-style-type: none"> <li>● Lunch</li> <li>● Dinner</li> </ul>
December 20, 2024, Friday	4	<ul style="list-style-type: none"> <li>● Lunch</li> <li>● Dinner</li> </ul>

## 3. Vehicle Hire

- Provision of vehicle for the following:

DATE	NUMBER OF VEHICLES	ITINERARY
December 17-19, 2024	1 van	CALABARZON
December 20, 2024	2 vans	NCR

- Vehicle(s) will be used the whole day
- Uniformed Drivers knowledgeable of the place to be visited.
- Fuel, parking fees, and meals of the driver must be shouldered by the winning bidder.
- Provision of drinking water for the passengers, if necessary.

## VI. APPROVED BUDGET FOR THE CONTRACT:

**EIGHTY-NINE THOUSAND FIVE HUNDRED SIXTY PESOS ONLY (₱89,560.00)** inclusive of all applicable government taxes in accordance with government procedures.

## **VII. PAYMENT PROCEDURE**

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements by the supplier.

## **VIII. PROJECT OFFICER/CONTACT PERSON**

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