

DEPARTMENT OF TOURISM REGION IV - A (CALABARZON)

2021 MID-YEAR TRAINING FOR ACCREDITATION OFFICERS

Project Details:

Objectives

- To provide venue for the Accreditation Officers to be updated with the latest guidelines and procedures with regard to DOT Accreditation and further strengthen their core as Tourism Quality Advisers thru various professional enrichment modules such as Basic Occupational Safety and Health for the Tourism Industry, Salient Features of RA9514 and Foreshore-related Laws and Policies

Minimum Requirements for Bidders

- Must be DOT-accredited accommodation within **Batangas and with CAOS**
- Must be willing to provide services on a send bill arrangement
- Must have training venue that can accommodate 55pax in the new normal standards
- Must be willing to allow mock inspection of the property

Deliverables

- **Room Accommodation Single and Twin sharing with breakfast for 55pax**

25 Rooms for DOT Officials, Secretariat and Attendees

17 Twin Sharing Rooms for Regional Accreditation Officers

6 Twin Sharing Rooms for OTSR Staff

2 Twin Sharing Rooms for DOT Officials (Usec/Asec and OTSR Dir/RD)

- Check in: July 6, 2021
- Check-out: July 9, 2021

3 Single Rooms for the Speakers

- 1 Single Room for overnight stay from July 6 to 7, 2021
- 1 Single Room for overnight stay from July 7 to 8, 2021
- 1 Single Room for overnight stay from July 8 to 9, 2021

TOTAL OF 28 Rooms

*****in accordance to DOT guidelines**

- **Seminar Venue for 55 pax in banquet or classroom set-up**
 - July 7-8, 2021 (8am to 5pm)
 - July 9, 2021 (8am to 3pm)
 - Use of Projector and White Screen
 - Strong internet connection, capable of supporting live streaming of the training via a tele-conferencing platform
 - Use of at least three (3) microphones and sound system
 - *Free flowing coffee and tea*
- **Meal Requirements for 55 pax**
 - Lunch (July 7-9, 2021)
 - Dinner (July 6-8, 2021)
 - AM/PM Snacks during the training sessions (July 7-9, 2021)
Please take note that there are 2 Muslim participants. Please prepare 2 meals for breakfast, lunch and dinner, as well as AM/PM Snacks for 2 Muslim participants

- **Mock Inspection Requirement**
 - July 8, 2021 (1pm to 5pm)
 - Authorized Representative to assist during the mock inspection
 - Areas to be Inspected:
 - 2-3 Guest rooms
 - Public Areas,
 - Restaurant,
 - Service Vehicle (if any)

- **Training Supplies**
 - Note pad, Ballpen, Pencil

Approved Budget Cost

Three Hundred Thirty Thousand Pesos only (P 330,000.00)

The winning bid however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

Terms of Payment : Government Procedure (Send-bill Arrangement)

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