

## TECHNICAL SPECIFICATIONS

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

14-17 January 2025

- I. **TITLE:** Procurement of Tour Operator Services
- II. **DATE:** 14-17 January 2025
- III. **LOCATION:** Baler, Aurora
- IV. **OBJECTIVES**  
To conduct the Office of Special Concerns Strategic Planning in Baler,  
Aurora from January 14-17 2025
- 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 14 January 2025 Check-out 17 January 2025	Requirements: <ul style="list-style-type: none"><li>• DOT Accredited Accommodation</li><li>• One (1) Solo Room for DOT OSC Official</li><li>• One (1) Triple-sharing Room for DOT OSC Staff</li><li>• Three (3) Twin-sharing Room for DOT OSC Staff</li><li>• Preferably with strong WiFi access</li></ul>
B. Two (2) Van units for four (4) days  <b>Route Summary:</b> <b>DAY 1: 14 January</b> Manila to Baler ETD in Manila: 5:00 AM Estimated Time of Use: 5:00AM to 3:00PM  <b>DAY 2-3: 15-16 January</b>	Requirements: <ul style="list-style-type: none"><li>• DOT Accredited Transport Service</li><li>• Well-groomed and COVID-19 fully vaccinated (with boosters) driver/s and coordinator/s.</li><li>• Driver and coordinator's fees, meals, accommodation.</li><li>• Fuel expenses, toll fees, parking fees.</li></ul>

<p>Around Central Aurora (Baler, San Luis, Maria Aurora, Dipaculao) Estimated Time of Use: 9:00am-7:00pm</p> <p><b>DAY 4: 17 January</b> Baler to Manila ETD in Baler: 12:00 NN Estimated Time of Use: 10:00am-8:00pm</p>	<ul style="list-style-type: none"> <li>• Ten (10) Hours of use per day.</li> </ul>
<p>C. Meals for ten (10) pax</p>	<p>Requirements:</p> <p>DAY 1:</p> <ul style="list-style-type: none"> <li>• Breakfast, Lunch, Dinner</li> <li>• AM &amp; PM Snacks with Bottled Water</li> </ul> <p>DAY 2:</p> <ul style="list-style-type: none"> <li>• Breakfast, Lunch, Dinner</li> <li>• AM &amp; PM Snacks with Bottled Water</li> </ul> <p>DAY 3:</p> <ul style="list-style-type: none"> <li>• Breakfast, Lunch, Dinner</li> <li>• AM &amp; PM Snacks with Bottled Water</li> </ul> <p>DAY 4:</p> <ul style="list-style-type: none"> <li>• Breakfast, Lunch, Dinner</li> <li>• AM &amp; PM Snacks with Bottled Water</li> </ul>
<p>D. Function Room / Venue and Equipment Rental</p>	<p>Requirements:</p> <ul style="list-style-type: none"> <li>• Venue and Equipment Rental for 4 days</li> <li>• Projector and Basic Sound System</li> <li>• Free-Flowing coffee and water</li> </ul>

**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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