

**TECHNICAL SPECIFICATION FOR MEALS AND ACCOMODATION IN LINE WITH THE CONDUCT OF  
STREAMLINING OF QUALITY MANAGEMENT SYSTEM (QMS) PROCEDURES OF REGIONAL  
OFFICES  
FEBRUARY 2025**

- I. **BIDDER** : Tour Operator
- II. **PROJECT TITLE** : Streamlining of Quality Management System (QMS) Procedures of Regional Offices
- III. **PROJECT DATE** : February 10 -20, 2025
- IV. **PURPOSE/ OBJECTIVE** : To ensure the continuous compliance of DOT to the ISO 9001:2015 Standard, the QMS Core Team, Planning Service, and Delivery Units concerned will conduct consultation and coaching to ensure the maintenance of the DOT ISO Certification through streamlining of Regional Offices' selected QMS Procedures as these are guided by statutory rules and regulations.
- V. **MINIMUM REQUIREMENTS:**
- Must be accredited with the Philippine Government Electronic Procurement System (PhilGEPS)
  - Must be willing to provide services on a send bill arrangement compliant with government procedures

**VI. SCOPE OF WORK AND DELIVERABLES:**

**A. Meals**

| NO. OF PAX | MEAL               | INCLUSIVE DATES             |
|------------|--------------------|-----------------------------|
| 30         | AM Snack, PM Snack | February 10-13, 17-19, 2025 |
| 30         | Lunch              |                             |

**Inclusion:**

- Packed Meals
- Menu must be approved by the project officer
- Menu of Lunch should include soup, beef or pork & fish or chicken, vegetable, dessert, rice, salad with one round of drink
- In the event that a special dietary requirement will be needed, the service provider must be flexible with food choices. In addition, the project officer may reduce the actual number of pax provided that he/she must notify the winning service provider 3 days in advance.
- Free flowing coffee/hot chocolate/tea and water station with nuts, chips and candies.
- Number of pax per food station to be determined by the project officer.
- Table and Table set-up with complete utensils for PM Snacks and Lunch

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**B. Accommodation Requirements**

- Hotel within one (1) km radius of DOT Makati Central Office
- One (1) twin-sharing room with for the following dates:

Check-in: 11 February 2025  
Check-out: 14 February 2025

Check-in: 16 February 2025  
Check-out: 20 February 2025

- With the following meals

| NO. OF PAX | MEAL      | INCLUSIVE DATES              |
|------------|-----------|------------------------------|
| 2          | Breakfast | February 12-14 & 17-20, 2025 |
| 2          | Dinner    | February 11-13 & 16-19, 2025 |


- With WiFi access
- Billing for rooms shall be based on the number of actual occupants.

**VII. BUDGET**

The approved total budget is **TWO HUNDRED THIRTY-ONE THOUSAND FIVE HUNDRED SIXTY PESOS** (PHP 231,560.00) inclusive of all taxes and other applicable fees. The winning bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget. Further, winning bidder must be willing to provide services on send-bill arrangement.

Project cost shall be charged against the PS GAA FY 2025 of the Planning Service subject to existing accounting and auditing rules.

**VIII. CONTACT PERSON**

Contact Person :   
Office : Planning Service  
Contact Number : 09176545677  
Email Address : [rmalicante@tourism.gov.ph](mailto:rmalicante@tourism.gov.ph)

**APPROVED BY:**

  
**MILAGROS Y. SAY**  
Director, Planning Service