

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : March 3-7, 2025
Location : Coron, Palawan

II. PROJECT RATIONALE AND OBJECTIVES

The program is designed to help the Filipino tourism frontliners, specifically the tour guides revisit their skills in commentary development. Moreover, it aims to: (1) understand the concept of the parts and functions of a commentary (2) identify different *unhealthy habitual practices* a tour guide includes in the commentary (3) know how commentary affects the total satisfaction level of a visitor by practicing due professional diligence in service delivery (4) remember the process how commentaries become impactful and lasting (5) demonstrate their commentary with integration of the health and safety protocols and (6) restart in the tour guiding industry with confidence, professional conduct and enabling to becoming Goodwill Ambassador of the MIMAROPA Region.

III. MINIMUM REQUIREMENTS FOR SERVICE PROVIDER

- A. Must be **PHILGEPS REGISTERED**
- B. Preferably **DOT Accredited Tour Operator and/or Travel & Tour Agency**
- C. Located in **Metro Manila and/or Coron, Palawan**
- D. Must be willing to provide services on a **send bill arrangement**
- E. Must comply with the detailed services specified in **Item V of the TOR**

IV. DOCUMENTARY REQUIREMENTS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEP's Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Original or Certified true copy of duly notarized Omnibus Sworn Statement
- Valid DOT Accreditation Certificate

V. SCOPE OF WORK / DELIVERABLES

A. Transportation

- Airfare
- Guests: Ms. Eunice Kate B. Diaz DOB: November 01, 2000
Mr. Reynaldo A. Jorda DOB: January 27, 1958

- March 3, 2025 (Monday)
 - Manila to Coron
Ms. Eunice Kate B. Diaz / 20kg Check-In Baggage
Mr. Reynaldo A. Jorda / 10kg Check-In Baggage
- March 7, 2025 (Friday)
 - Coron to Manila
Ms. Eunice Kate B. Diaz / 20kg Check-In Baggage
Mr. Reynaldo A. Jorda / 10kg Check-In Baggage
- Grab
Passenger:
Mr. Reynaldo A. Jorda

March 3 – Residence to NAIA
March 7 – NAIA to Residence
- Airport Transfer
March 3, 2025
Busuanga Airport to Accommodation – Ms. Eunice Kate B. Diaz
Mr. Reynaldo A. Jorda

March 7, 2025
Accommodation to Busuanga Airport – Ms. Eunice Kate B. Diaz
Mr. Reynaldo A. Jorda

B. Accommodation

- One Single Room for DOT Facilitator
March 3-7, 2025 (4 Nights)
- One Single Room for Speaker (FBSE)
March 3-7, 2025 (4 Nights)

C. Outside Meals

- DOT Facilitator
March 3 – Breakfast, Lunch and Dinner
March 4-6 – Breakfast and Dinner
March 7 - Breakfast, Lunch and Dinner
- Speaker – FBSE
March 3 – Breakfast, Lunch and Dinner
March 4-6 – Breakfast and Dinner
March 7 - Breakfast, Lunch and Dinner

D. Miscellaneous

- Backdrop Tarpaulin (4ft x 6ft)
- Board Vellum Paper

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **NINETY THOUSAND SEVEN HUNDRED FORTY-FOUR 80/100 PESOS ONLY (Php 90,744.80)**, inclusive of applicable taxes and fees.

The winning bid shall determine based on the proposal that is responsive with the technical specifications and whose bid is within the approved budget for the contract (ABC).

VII. PAYMENT PROCEDURE

Terms of payment to the winning bidder shall be in accordance with the government procedure (***send bill arrangement***). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

VIII. PROJECT OFFICER / CONTACT PERSON

Name	:	Eunice Kate B. Diaz
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Contact No.	:	0963-513-5987