

## TECHNICAL SPECIFICATIONS

- I. **NAME OF PROJECT:** Procurement of Service Arrangement of Ground Handling relative to the conduct and participation of DOT MIMAROPA to the 10<sup>th</sup> International Travel Festival 2025 in Cebu City
- II. **DELIVERY DATE:** March 12 – 17, 2025
- III. **OBJECTIVES:**
- ✓ To market and promote the MIMAROPA as The Destination of Choice for domestic and inbound tourists.
  - ✓ To showcase tourism destinations, products, facilities, and services of the region, and
  - ✓ To create networking opportunities between DOT Accredited tour operators in the region and national tour operators
- IV. **MINIMUM REQUIREMENTS:**
1. Must be able to provide services on a Send-Bill Arrangement.
  2. Must have experience providing services to the DOT and other government agencies.

### Documentary Requirements:

1. Valid Mayor's/Business Permit
2. Original or Certified True Copy of duly notarized Omnibus Sworn Statement
3. DTI/SEC Permit
4. Valid DOT Accreditation Certificate
5. BIR Certification and updated Annual ITR

## V. **SCOPE OF WORK/DELIVERABLES:**

### A. Airfare – March 12 – 17, 2025

- One (1) Round Trip ticket with 20 kgs baggage allowance and one (1) additional 20 kgs baggage allowance for:
  - March 12, 2025: Manila – Cebu (morning / afternoon flight)
  - March 17, 2025: Cebu – Manila (morning flight)

**Passenger Name:** (MS) Trexie Anne Mea N. Reyes  
(DOB: June 01, 2001)
- One (1) Round Trip ticket with 20 kgs baggage allowance for:
  - March 12, 2025: Manila – Cebu (morning / afternoon flight)
  - March 17, 2025: Cebu – Manila (morning flight)

**Passenger Name:** (MS) Christine Joy L. Isidro  
(DOB: August 29, 2000)
- One (1) Round Trip ticket with 20 kgs baggage allowance for:
  - March 14, 2025: Manila – Cebu (morning / afternoon flight)
  - March 16, 2025: Cebu – Manila (morning flight)

**Passenger Name:** (MR) Roberto P. Alabado III  
(DOB: November 10, 1970)

**B. Meals – March 12 – 17, 2025**

- **March 12 – 17, 2025 (6 Days)** – Should be able to provide Breakfast, Lunch, and Dinner for two (2) pax (DOT MIMAROPA personnel)
- **March 14 – 16, 2025 (3 Days)** – Should be able to provide Breakfast, Lunch, and Dinner for one (1) pax (DOT MIMAROPA OIC)

**C. Accommodation – March 12 – 17, 2025**

- Must be a DOT-Accredited Accommodation Establishment
- Must provide room accommodation for:
  - **March 12 – 17, 2025 (4 pax)** - 6 Days/5 Nights for DOT MIMAROPA Personnel and Private Stakeholder (2 – TWN)
- Must have a stable Wi-Fi connection
- Must have a 24-hour Security
- Must have an In-house restaurant
- Must be near the identified site to be visited during the event

**D. Transportation – Van Hire – March 12 – 17, 2025 (1 unit)**

- **March 12 – 17, 2025** – Whole day rental of one (1) air-conditioned van to transfer from Mactan Cebu Airport (Lapu-Lapu City) to accommodation / venue and vice versa as necessary and within Metro Cebu for 6 Days, with stored supplies of face mask, umbrella, water, and first aid kits (For two (2) DOT MIMAROPA Personnel, two (2) Private Stakeholder, and one (1) DOT MIMAROPA OIC)

**E. Miscellaneous**

- Should be able to provide communication/load allowance to project officers

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Total budget allocation is **One Hundred Six Thousand Three Hundred Sixty-Five Pesos (Php 106,365.00)** inclusive of taxes and fees.

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

**VII. PAYMENT SCHEMES**

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.

Contact Person: Ms. Trexie Anne N. Reyes  
Tourism Development Division, DOT MIMAROPA  
0976-436-8982  
tdd.mimaropa@gmail.com