

## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

#### COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : April 8-12, 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. Preferably 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

- Gas and Toll
  - April 8, 2025 (Tuesday)  
Nex 54 to Clark Airport – Ms. Eunice Kate Diaz  
Mr. Romano Del Rosario
  - April 12, 2025 (Saturday)  
Clark Airport to Nex 54 – Ms. Eunice Kate Diaz  
Mr. Romano Del Rosario

- Airfare  
Guests: Ms. Eunice Kate B. Diaz    DOB: November 01, 2000  
Mr. Romano Del Rosario    DOB: February 12, 1987
  - April 8, 2025 (Tuesday)
    - Clark to Coron  
Ms. Eunice Kate B. Diaz / 20kg Check-In Baggage  
Mr. Romano Del Rosario / 20kg Check-In Baggage
  - April 12, 2025 (Saturday)
    - Coron to Clark  
Ms. Eunice Kate B. Diaz / 20kg Check-In Baggage  
Mr. Romano Del Rosario / 20kg Check-In Baggage
- Grab  
Passenger:  
Mr. Romano Del Rosario  
  
April 8 – Residence to Nex 54  
April 12 – Nex 54 to Residence
- Airport Transfer  
April 8, 2025  
Busuanga Airport to Accommodation – Ms. Eunice Kate B. Diaz  
Mr. Romano Del Rosario  
  
April 12, 2025  
Accommodation to Busuanga Airport – Ms. Eunice Kate B. Diaz  
Mr. Romano Del Rosario

### B. Accommodation

- One Single Room for DOT Facilitator  
April 8-12, 2025 (4 Nights)
- One Single Room for Resource Speaker  
April 8-12, 2025 (4 Nights)

### C. Outside Meals

- DOT Facilitator  
April 8 – Breakfast, Lunch and Dinner  
April 9-11 – Breakfast and Dinner  
April 12 - Breakfast, Lunch and Dinner
- Resource Speaker  
April 8 – Breakfast, Lunch and Dinner  
April 9-11 – Breakfast and Dinner  
April 12 - 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 **SEVENTY-THREE THOUSAND FOUR HUNDRED THIRTY-FOUR and 85/100 PESOS ONLY (Php 73, 434.85)**, 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
Email	:	<a href="mailto:tisp.dot4b@gmail.com">tisp.dot4b@gmail.com</a>
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