

TECHNICAL SPECIFICATIONS

- I. **NAME OF PROJECT:** Procurement of Service Arrangement of Ground Handling relative to the conduct of the Familiarization Visit of Asian Development Bank (ADB) Board of Directors
- II. **DELIVERY DATE:** March 31 – April 3, 2025
- III. **OBJECTIVES:**
- ✓ To promote and showcase the City of Puerto Princesa as a key tourism destination in the Philippines
 - ✓ To foster connections and partnership between Local Government Units and key stakeholders and enterprises
 - ✓ To promote firsthand experience of developmental impacts from private sector supported projects and program.

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. Valid DOT Accreditation Certificate
3. Proof of PhilGEPS Certification
4. Original or Certified True Copy of duly notarized Omnibus Sworn Statement
5. DTI/SEC Permit
6. BIR Certification and updated Annual ITR

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

A. **Venue Rental with Meals**

- 4-hours use of venue on April 1, 2025, 5:00 p.m. to 9:00 p.m., for the Welcome Dinner inclusive of dinner banquet for forty-five (45) pax giving due consideration to the minimum health and safety standard protocols.
- Must provide holding area for participants
- Venue should be able to provide stage and podium, basic sound system and PA system
- Venue must be able to provide basic table set-up and arrangements as coordinated
- With free-flowing coffee, tea, and drinking water
- Provision of registration tables and chairs

Note: Menu shall be provided in advance to the project officers

B. Tokens / Giveaways

- Provision of corporate giveaways/tokens for 40 pax
- Giveaways/tokens must be Regional Iconic Signature Products of the MIMAROPA Region

C. Airfare – March 31 – April 3, 2025

- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - March 31, 2025: Manila – Puerto Princesa City (morning flight)
 - April 3, 2025: Puerto Princesa City – Manila (afternoon flight)
Passenger Name: (MR) Roberto P. Alabado III
(DOB: November 10, 1970)
- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - March 31, 2025: Manila – Puerto Princesa City (morning flight)
 - April 3, 2025: Puerto Princesa City – Manila (afternoon flight)
Passenger Name: (MS) Faye Angeli A. Reyes
(DOB: August 10, 1984)
- One (1) Round Trip ticket with 20 kgs baggage allowance for:
 - March 31, 2025: Manila – Puerto Princesa City (morning flight)
 - April 3, 2025: Puerto Princesa City – Manila (afternoon flight)
Passenger Name: (MS) Trexie Anne Mea N. Reyes
(DOB: June 01, 2001)

D. Transportation – Van Hire – March 31 to April 03, 2025 (1 unit)

- **March 31 to April 03, 2025** – Whole day rental of one (1) air-conditioned van within Puerto Princesa City Town Proper and Sabang Village for 4 days (For DOT MIMAROPA OIC and two (2) DOT MIMAROPA Personnel)

E. Accommodation – March 31 to April 03, 2025

- Must be a DOT-Accredited Accommodation Establishment
- Must provide room accommodation for:
 - **March 31 – April 03, 2025 (4 Days / 3 Nights):** 3 pax (DOT MIMAROPA OIC and two (2) DOT MIMAROPA Personnel)
- 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

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

Total budget allocation is **Two Hundred Twenty-Five Thousand Seven Hundred Sixteen and 51/100 Pesos (₱225,716.51)** 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.

In the event of securing sponsorship, the successful bidder's payment shall be reduced by the amount of sponsorship obtained.

Contact Person: Ms. Trexie Anne N. Reyes
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