

## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

#### COMMUNITY GUIDING TRAINING (BATCH 1 AND 2)

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA  
Date : June 8-16, 2025, *inclusive of travel time*  
Location : Coron, Palawan

### II. PROJECT RATIONALE AND OBJECTIVES

The program aims to equip the participants with knowledge and ability to assist, facilitate, entertain and guide the tourists and visitors who will visit the said destinations, provide livelihood opportunities and enhance resource capability for tourism development in their respective locality; and for the participants to be accredited by the Department of Tourism (DOT).

### 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

Guests:

Ms. Eunice Kate B. Diaz	DOB: November 01, 2000
Ms. Ma. Ednelliza C. Balagtas	DOB: October 2, 1998
Mr. Romano Del Rosario	DOB: February 12, 1987
Mr. David John Apigo	DOB: June 24, 1980
Mr. Carlos Garcia Jr.	DOB: August 4, 1954

- Airfare
  - 1.) DOT Facilitators (2 pax)
    - June 8, 2025 - NAIA to Busuanga Airport
    - June 16, 2025 - Busuanga Airport to NAIA

2.) Resource Speaker 1

June 13, 2025 - NAIA to Busuanga Airport

June 16, 2025 - Busuanga Airport to NAIA

3.) Resource Speaker 2

June 9, 2025 - NAIA to Busuanga Airport

June 16, 2025 - Busuanga Airport to NAIA

4.) Resource Speaker 3

June 9, 2025 - NAIA to Busuanga Airport

June 15, 2025 - Busuanga Airport to Cebu Airport (Earliest flight)

- Taxi Fare

1.) Resource Speaker 1

June 13, 2025 - Residence to NAIA

June 16, 2025 - NAIA to Residence

2.) Resource Speaker 2

June 9, 2025 - Residence to NAIA

June 16, 2025 - NAIA to Residence

3.) Resource Speaker 3

June 9, 2025 - Residence to NAIA

- Airport Transfer

June 8, 9, and 13, 2025

Busuanga Airport to Accommodation – Ms. Eunice Kate B. Diaz  
Ms. Ma. Ednelliza C. Balagtas  
Mr. David John Apigo  
Mr. Romano Del Rosario  
Mr. Carlos Garcia Jr.

June 15 and 16, 2025

Accommodation to Busuanga Airport – Ms. Eunice Kate B. Diaz  
Ms. Ma. Ednelliza C. Balagtas  
Mr. David John Apigo  
Mr. Romano Del Rosario  
Mr. Carlos Garcia Jr.

**B. Accommodation**

- One Twin Room for DOT Facilitators  
June 8-16, 2025 (8 Nights)
- One Single Room for Resource Speaker 1  
June 13-16, 2025 (3 Nights)
- One Single Room for Resource Speaker 2  
June 9-16, 2025 (7 Nights)
- One Single Room for Resource Speaker 3  
June 9-15, 2025 (6 Nights)

### **C. On-Session Meals**

- 1.) On-session meals (June 9-13 and 15, 2025 / Batch 1)  
AM/PM Snacks and Lunch from 35 target participants + 5 (Tourism Staff, Resource Speaker and DOT Facilitators)
- 2.) On-session meals (June 9-14, 2025 / Batch 2)  
AM/PM Snacks and Lunch from 35 target participants + 5 (Tourism Staff, Resource Speaker and DOT Facilitators)

### **D. Mock Tour Assessment**

- 1.) June 14, 2025 Island Hopping Tour (Batch 1)  
(Kayangan Lake, Barracuda Lake, Twin Lagoon, Siete Pecados, Island Beach, Coral Garden, CYC)  
Inclusions: Transfers, Boat Hire, Packed Meals (AM/PM Snacks & Lunch)
- 2.) June 15, 2025 Island Hopping Tour (Batch 2)  
(Kayangan Lake, Barracuda Lake, Twin Lagoon, Siete Pecados, Island Beach, Coral Garden, CYC)  
Inclusions: Transfers, Boat Hire, Packed Meals (AM/PM Snacks & Lunch)

### **E. Outside Meals**

- DOT Facilitator (2pax)  
June 8 – Breakfast, Lunch and Dinner  
June 9-15 – Dinner  
June 16 - Lunch and Dinner
- Resource Speaker 1  
June 13 – Breakfast, Lunch and Dinner  
June 14-15 – Dinner  
June 16 - Lunch and Dinner
- Resource Speaker 2  
June 9 – Breakfast, Lunch and Dinner  
June 10-15 – Dinner  
June 16 - Lunch and Dinner
- Resource Speaker 3  
June 9 – Breakfast, Lunch and Dinner  
June 10-14 – Dinner  
June 15 - Lunch and Dinner

### **F. Miscellaneous**

- Backdrop Tarpaulin (4ft x 6ft) (2 pcs)
- Board Vellum Paper
- Cargo

## VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **SIX HUNDRED THIRTY-EIGHT THOUSAND THREE HUNDRED SEVENTEEN PESOS AND 05/100 ONLY (Php 638,317.05)**, 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

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Contact No.	:	0963-513-5987