

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

COMMENTARY DEVELOPMENT TRAINING

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA
Date : June 10-17, 2025
Location : Puerto Princesa City, 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 Puerto Princesa City, 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
Passenger:
Mr. Reynaldo A. Jorda/ DOB: January 27,1958
Ms. Rochelle Camille A. Antenor/ DOB: August 03, 2002
June 10, 2025- NAIA to PPS
June 17,2025- PPS to NAIA

- Transportation of Resource Speaker
Passenger:
Mr. Reynaldo A. Jorda/ DOB: January 27,1958
June 10, 2025 – Residence to NAIA
June 17,2025 – NAIA to Residence
- Transportation of Resource Speaker and DOT Facilitator (Venue to Accommodation VV)
June 11-16, 2025

B. Accommodation

- One Single Room for DOT Facilitator
June 10-17, 2025 (7 Nights)
- One Single Room for Speaker
June 10-17, 2025 (7 Nights)

C. Outside Meals

- DOT Facilitator (1 pax)
June 10 – Breakfast, Lunch and Dinner
June 11-16–Dinner
June 17- Breakfast, Lunch and Dinner
- DOT Facilitator
June 11-16, 2025- Dinner
- Speaker – FBSE (1pax)
June 10- Breakfast, Lunch and Dinner
June 11-16 – Dinner
June 17– Breakfast, Lunch and Dinner

D. Miscellaneous

- Tarpaulin Printing (4ft x 6ft)
- Vellum Board
- Cargo

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **SEVENTY-EIGHT THOUSAND FOUR HUNDRED FIFTY-ONE 18/100 PESOS ONLY (Php 78,451.18)**, 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	:	Rochelle Camille A. Antenor
Email	:	tisp.dot4b@gmail.com
Contact No.	:	0966 028 2937