

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : Skills Enhancement and Retooling Program
INCLUSIVE DATES : May 26-31, 2025

I. BACKGROUND

The Skills Enhancement and Retooling Program is important to help address the current challenges in the DOT Foreign Offices. Recently, the DOT Foreign Offices encountered problems related to administrative expense, including remittances, liquidation, and disbursement of funds. Considering this situation, the Office of Market Development, with its Director having been directed by the virtue of Department Order 2025-0012, to supervise the DOT Foreign Offices, is conducting this Skills Enhancement and Retooling Program for FTOs to address the gaps in terms of administrative and financial processes by gathering representatives from concerned DOT Offices to update the FTOs on the current procedure and requirements in the Department.

This project aims to:

1. Enhance the skills and knowledge of the Foreign Tourism Officers (FTOs) on the administrative and financial processes with regard to the updates and issuances of the Department of Tourism;
2. Address the current Administrative and Financial challenges and concerns of the FTOs; and
3. Improve the overall performance of the DOT Foreign Offices, by strengthening administrative and financial management capacity.

Hence, the Department is in need of services of a local tour operator in the Philippines engaged in the business of providing tours and ground handling services in connection with the upcoming Skills Enhancement and Retooling Program.

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism;
- B. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- C. Must be willing to provide services on send-bill arrangement;

III. SCOPE OF WORK DELIVERABLES

- Local Arrangements for Accommodation, Function Room, Van Rental (Manila – Day Tour).

COMPONENTS:

A. Accommodation

Check-in Dates	Location	Hotel	Room Type	Number of rooms
May 26, 2025 (6D/5N)	Within Makati City	DOT-accredited accommodation based on EO 77 Preferably 3-star property or similar	Single-Occupancy	12 rooms
May 27, 2025 (6D/5N)				
May 28, 2025 (6D/5N)				
May 29, 2025 (6D/5N)				
May 30, 2025 (6D/5N)				
May 31, 2025	Check-out/Departure Date			

B. Function Room and Meals (May 27-29, 2025)

**Food and dietary restrictions of the participants to follow, if any*

- Provision of function room for eighty (80) pax (classroom type) in Makati City
- Audio-visual setup
- Provision of papers and pencils
- Provision of Wi-Fi
- Meals (Breakfast, Lunch, Dinner)

C. Tourist Transport Services:

**Use of 1 van for the tour includes professional drivers' fee, meals and accommodation, parking, toll fees and entrance fees, (if any) and provision of bottled water onboard.*

DAY	TYPE	QUANTITY	MAKATI TO:
May 30, 2025 (One Day Tour Only)	Van	1	Lanson Place Mall of Asia
			Centro de Turismo Intramuros
			Pasig River Esplanade

D. Technical Inspection (Lanson Place Mall of Asia, Centro de Turismo Intramuros, and Pasig River Esplanade)

**Must include all entrance and applicable fees for all participants*

DAY	ACTIVITY
May 30, 2025 (One Day Tour Only)	08:00 AM-09:00 AM Breakfast for 30 pax (packed meals)
	09:00 AM-10:00 AM Hotel in Makati to Lanson Place Mall of Asia
	10:00 AM-11:30 AM Inspection in Lanson Place Mall of Asia
	12:00 PM-01:00 PM Lunch for 30 pax (packed meals)
	01:00 PM-02:00 PM Lanson Place to Centro de Turismo Intramuros
	02:00 PM-03:00 PM Inspection in Centro de Turismo Intramuros
	03:00 PM-04:00 PM Centro de Turismo Intramuros to Pasig River Esplanade
	04:00 PM-05:00 PM Inspection in Pasig River Esplanade
	05:00 PM-06:00 PM Pasig River Esplanade to Hotel in Makati
	06:00 PM-07:00 PM Dinner for 30 pax (packed meals)

IV. BUDGET

TOTAL BUDGET: PHP 498,999.99.00, inclusive of applicable taxes and service charge.

Cost proposal must be submitted with an itemized breakdown.

The winning bidder shall be determined based on the proposal, provided that the amount of bid does not exceed the above total budget.

Project expenses to be charged to the 2025 MOOE – Maintenance and other Expenses on Foreign Offices (A1d)

V. CONTACT PERSON



Contact Person :

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APPROVED BY:



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