

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

TOURIST ORIENTED POLICE FOR COMMUNITY ORDER AND PROTECTION (TOPCOP) TRAINING – SAN JOSE, OCCIDENTAL MINDORO

Host Agency : DEPARTMENT OF TOURISM – MIMAROPA

Date : June 15-20, 2025, *inclusive of travel time*

Location : San Jose, Occidental Mindoro

II. PROJECT RATIONALE AND OBJECTIVES

The program aims to ensure the safety and security of tourists in the country as well as to establish a Tourism Security Force to assist in maintaining peace and order within the areas of high tourism traffic. Likewise, this will create a favorable image that the Philippines is a safe destination within the international community and will enhance the country's attraction as a tourism destination that will contribute to the increase in socio-economic benefits that can be derived from tourism.

III. MINIMUM REQUIREMENTS FOR TRAINING/SERVICE PROVIDERS

- Must be **PHILGEPS REGISTERED**
- Preferably a **DOT Accredited Travel and Tour Agency or Tour Operator** whose office is in Occidental Mindoro or Metro Manila
- Must be willing to provide services on a **send bill arrangement**
- Must comply with the detailed services specified in **Item V of the TS**

IV. DOCUMENTARY REQUIREMENTS FOR TRAINING/SERVICE

- Current Mayor's / Business Permit / BIR Certification (for individual)
- PHILGEPS' Registration Number or Certificate of Platinum Membership
- Registration Certificate from SEC or DTI
- Omnibus Sworn Statement

V. SCOPE OF WORKS/SPECIFICATIONS

A. Transportation

1. Airline Tickets

No. of Guests: Two (2) 1 Resource Speaker and 1 DOT Facilitator

DOT Facilitator

Manila to San Jose – June 15, 2025

San Jose to Manila – June 20, 2025

Resource Speaker

Manila to San Jose – June 18, 2025

San Jose to Manila – June 20, 2025

B. Accommodation

Guests: One (1) Resource Speaker and One (1) DOT Facilitator
Two (2) Single Occupancy Room

DOT Facilitator

- Check-in: June 15, 2025
- Check-out: June 20, 2025

Resource Speaker

- Check-in: June 18, 2025
- Check-out: June 20, 2025

C. Training / Workshop Requirements

1. Date of Training: June 16-19, 2025 (8 hours/day)
2. Number of Persons: 40 pax
3. Training Venue:
 - One (1) venue/function hall that can accommodate 40 pax
4. Meals:

Participants

- Plated AM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
- Managed Buffet Lunch with drinks
- Plated PM Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
- Free-flowing Coffee

Stakeholders

Date of Participation: June 18, 2025

Number of Persons: 15 pax

- Plated Snacks with 1 round of drinks (Bottled water/juice or soft drinks)
 - Managed Buffet Lunch with drinks
5. One table near the stage area shall be reserved for the speakers. It should be near the table for the laptop computer, and classroom set-up
 6. Must have available stage, podium, microphones / PA system, LCD projector with white screen and White Board with White Board Marker

D. Outside Meals for DOT Facilitator and Speaker

1. June 15, 2025 (Breakfast, Lunch, Dinner) – DOT Facilitator
2. June 16, 2025 (Breakfast and Dinner) – DOT Facilitator
3. June 17, 2025 (Breakfast and Dinner) – DOT Facilitator
4. June 18, 2025 (Breakfast and Dinner) – DOT Facilitator & Resource Speaker

5. June 19, 2025 (Breakfast and Dinner) – DOT Facilitator & Resource Speaker
6. June 20, 2025 (Breakfast, Lunch, Dinner) – DOT Facilitator & Resource Speaker

E. Miscellaneous

1. Tarpaulin Printing
2. Training Materials

VI. APPROVED BUDGET FOR THE CONTRACT

The total budget allocation is **TWO HUNDRED TEN THOUSAND SIX HUNDRED NINETY-FIVE PESOS (PHP 210,695.00)**, inclusive of applicable taxes and fees. The winning bid shall be determined 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.
- Full payment shall be made within thirty (30) working days upon delivery of the request order and acceptance of the supplies.

VIII. PROJECT OFFICER/CONTACT PERSON

Name:	MR. MARK LEONARD A. DELA CRUZ
Email:	tisp.dot4b@gmail.com
Contact No.:	0997-1659378