

**DEPARTMENT OF TOURISM**  
**TECHNICAL SPECIFICATIONS**

- I. BIDDER** : DOT-Accredited Tour Operator
- II. PROJECT TITLE** : Quality Management System Re-Certification Audit

**III. PURPOSE/OBJECTIVES :**

The Department of Tourism – Planning Service is in need of services of a DOT-Accredited Tour Operator that will handle the transportation and meal requirements, and antigen testing for auditors and member of the Secretariat which will be auditing DOT-1 and DOT-4A for the Quality Management System (QMS) Re-Certification Audit.

**IV. MINIMUM REQUIREMENTS :**

1. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPs);
2. Must be willing to provide services on a send – bill arrangement

**VI. SCOPE AND WORK DELIVERABLES:**

**TRANSPORTATION:**

All vehicles are inclusive of:

- Toll fees, fuel and parking fees; and meals of drivers
- Professional, experienced, well trained and courteous drivers.
- Travel Insurance
- Vehicles must adhere to the minimum health and safety standards set by the Department of Tourism
- Drivers must be fully vaccinated

<b>DATE</b>	<b>ROUTE</b>	<b>REQUIRED TRANSPORTATION</b>
09 - 10 December 2021	Manila	1 Van
09 December 2021	Manila – DOT4A (Calamba Office) - Manila	1 Van
10 December 2021	Manila – DOT1 (San Fernando Office) – Manila	1 Van

**MEALS:**

- PM Snack and Dinner for DOT 4A for 10 pax
- Breakfast, AM Snack and Lunch for DOT 1 for 10 pax

**ANTIGEN TESTING:**

- Antigen Testing for 10 pax. Result must be available within the day of testing and prior to travel to and from DOT-1, DOT-4A,

## VII. APPROVED BUDGET FOR THE CONTRACT

The total Approved Budget for the Contract is **ONE HUNDRED FORTY THREE THOUSAND FOUR HUNDRED PESOS (Php 143,400.00)** including all applicable taxes, delivery fees and other related expenses, and should cover all requirements enumerated above.

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

## VIII. CONTACT PERSON

Contact Person : Mr. Bryan D. Du / Ms. Merlyn Baal  
Address : Planning Service  
4<sup>th</sup> Floor, DOT Building  
351 Sen Gil Puyat Avenue, Makati City

Email Address : [oddu@tourism.gov.ph](mailto:oddu@tourism.gov.ph) / [mqbaal@tourism.gov.ph](mailto:mqbaal@tourism.gov.ph)  
Contact Number : +639179735476 / +639178228562

Prepared by:

  
\_\_\_\_\_  
**ORLANDO BRYAN D. DU**  
Project Officer  
Planning Service

Noted by:

\_\_\_\_\_  
**DIR. MILAGROS Y. SAY**  
OIC – Assistant Secretary  
Administration and Finance