

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF A TOUR OPERATOR FOR THE 2024 GENDER SENSITIVITY TRAINING (GST)**  
**18-20 SEPTEMBER 2024**

**I. BACKGROUND**

As part of its Gender and Development Mainstreaming Program, the Tourism Promotions Board (TPB) desires to conduct a Gender Sensitivity Training (GST) with SOGIESC 101 with the following details:

- Event : 2024 Gender Sensitivity Training (GST) with SOGIESC 101
- Schedule : 18-20 September 2024 (indicative)
- Time : 08:00 am – 5:00 pm
- No. of Participants : 40 pax (minimum guarantee 30 pax)
- Venue : Rizal, Bataan or nearby municipalities

**II. OBJECTIVES**

To provide a venue with accommodation, catering service and technical requirements for the 2024 Gender Sensitivity Training (GST) with SOGIESC 101.

The 2024 Gender Sensitivity Training (GST) with SOGIESC 101 aims to raise awareness and understanding of gender issues and biases, fostering workplace equality and inclusiveness. It will address gender-based discrimination and violence, promote gender-sensitive practices and policies, and support national and international gender equality goals to improve public service delivery.

**III. SCOPE OF WORK/SERVICES/DELIVERABLES****Indicative Program:****Day 1**

- 07:00 AM - Depart TPB
- 09: 30 AM - Arrival at the Venue and Registration
- 10: 00 AM - Opening and Program Proper morning session
- 12:00 PM - Lunch break
- 1:30 PM - Resumption of the Program afternoon session
- PM snacks will be served
- 5:00 PM - End of session.
- 7:00 PM - Dinner

**Day 2**

- 06:00 AM - Breakfast
- 9:00 AM - Morning Session
- AM snacks will be served
- End of session
- 12:00 NN - Lunch break
- 1:30 PM - Resumption of the Program afternoon session
- PM snacks will be served

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- 5:00 PM - End of session.  
7:00 PM - Dinner

**Day 3**

- 06:00 AM - Breakfast  
9:00 AM - Morning Session  
- AM snacks will be served  
- End of session  
12:00 NN - Lunch break  
2:00 PM - Return to TPB Office  
Packed PM Snacks to be provided

**Deliverables:**

1. Provision of Resource Speakers to facilitate the intervention based on the above indicative program with the following requirements:
  - A. Must have conducted at least 5 Gender Sensitivity Training for the past 3 years
  - B. With relevant certifications related to Gender and Development
2. Transportation Service
  - A. Resource Speaker Transportation
    - Vehicle transportation for the Resource Speaker/s from identified point of origin to the venue and vice versa
  - B. Participants Transportation
    - Three (3) units of van or Two (2) units of coaster, or one (1) unit of bus (2018 or higher model)
    - With comprehensive insurance
    - Fully air-conditioned, clean, comfortable, presentable, and in good running condition
    - Must be equipped with a fire extinguisher, provision for a cooler for water/ beverage, umbrellas, and first aid kit
    - Provision of safety kits such as but not limited to spray alcohol, Lysol spray, and other relevant requirements
    - Vehicles should be properly disinfected and sanitized
  - C. Driver Requirements:
    - Must be a holder of a VALID Professional Driver's License
    - With good personality and good grooming and must wear a face mask at all times
    - Must wear company ID all throughout the event
    - Must submit daily trip ticket available when on/during duty
    - Driver should have strong navigation skills
    - Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
    - Equipped with GPS or Waze and charge units for phones
  - D. Other requirements:
    - Submit the following one (1) week prior to activity schedule:
      - OR and CR of the vehicle to be used
      - List of Drivers and copies of LTO issued Driver's License

- Should the vehicle experience any mechanical fault in transit, the tour operator must find a replacement within one hour
  - Inclusive of gasoline, parking, toll fees, driver's meals, accommodation, overtime pay and other incidental cost.
3. Venue: Preferably in Rizal, Bataan or nearby municipalities
    - A. With natural open space (preferably with grass and trees) to conduct group discussions and activities
    - B. Medical personnel available in case of emergency
  4. Accommodation
    - A. Three (3) days and two (2) night's stay for 40 pax; minimum guarantee 30 pax
    - B. 20 rooms for double sharing minimum guarantee 15 rooms
    - C. Subject to final rooming list one week before the event
  5. Function Room
    - A. Provision of function room with dressed tables and chairs that can accommodate 40 pax with proper physical distancing
    - B. Provision of one (1) projector and projector screen; PA system with minimum of five (5) wireless microphones; four (4) Easel boards with Easel sheets; four (4) Whiteboard with markers and eraser; Pen and pads;
    - C. Provision of electric outlets/extension cord per table/cluster (including the registration and secretariat tables;
    - D. Registration table;
    - E. Provision of two (2) TPB secretariat table set-up at the back with three (3) chairs each, one (1) table for the facilitator/guest speaker and one (1) table for TPB secretariat;
    - F. Designated Wi-fi access within the function room;
    - G. Direct LAN port connection and set-up for the TPB technical staff;
  6. Food and Beverage
    - A. AM and PM snacks inclusive of one round of drinks/refreshments
    - B. Buffet Lunch and buffet Dinner inclusive of one round of soft drinks or iced tea for beverage
    - C. Can accommodate special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free)
    - D. Submit at least 3 proposed menus for AM and PM Snacks, buffet lunch, and buffet dinner 3 working days upon receipt of Notice of Award subject for approval of TPB
    - E. Food to be served shall be fresh, hot, and ready at least 30 minutes before each meal
    - F. Drinking water for the participants
    - G. Free-flowing brewed coffee and tea at the venue/function room
    - H. Hot and cold-water dispenser at the venue/function room
    - I. Complete set-up for buffet stations with:
      - All dinnerware and glassware necessary for the event
      - Waiters/Service personnel clad in clean uniforms
      - Buffet Table with setting
      - Clean linens with motif as specified/required for the event
      - Chairs and tables set-up during breakfast, lunch and dinner
      - Set-up ready one hour before the start of the activities

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| <b>Meal</b> | <b>Day 1</b>           | <b>Day 2</b>     | <b>Day 3</b>           |
|-------------|------------------------|------------------|------------------------|
| AM Snack    | Packed Meal (on-board) | Sandwich / Pasta | Sandwich / Pasta       |
| Lunch       | Buffet Lunch           | Buffet Lunch     | Buffet Lunch           |
| PM Snack    | Sandwich / Pasta       | Sandwich / Pasta | Packed Meal (on-board) |
| Dinner      | Buffet Dinner          | Buffet Dinner    | None                   |

7. Incidental, other miscellaneous, and on-site related expenses amounting to Php15,000.00
8. Designation of at least one (1) point person to facilitate coordination with TPB during the preparation and actual implementation.
  - A. Must be flexible and could adjust immediately to urgent requirements without additional costs to the client.
  - B. Other arrangements that may be mutually agreed upon by the TPB.

**IV. ADDITIONAL TECHNICAL REQUIREMENTS:**

1. DOT Accreditation Certificate
2. Submit CV of the Resource Speaker together with a list of similar interventions conducted related to Gender and Development for the past 3 years
3. Submit copy of Resource Speaker’s relevant certifications/license in the field

**V. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE**

**Date and Time:** 18 – 20 September 2024, 08:00 am – 5:00 pm

**Venue:** Rizal, Bataan, or nearby municipalities

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is **NINE HUNDRED THOUSAND PESOS ONLY (PHP900,000.00)** inclusive of all applicable fees and taxes.

**VII. TERMS OF PAYMENT**

Send a bill to the Tourism Promotions Board. Final payment 30 working days upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

The following documents should be submitted by the winning bidder for the processing of payment:

1. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include relevant fee addressed to:

ROSSANDRA AMYTHEA Q. CAYAGO  
 Acting Head  
 Personnel and Human Resources Development Division  
 Tourism Promotions Board

6/F 5E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

2. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Submission of the Original copy of the Statement of Account / Billing Statement and Official Receipt shall be c/o of the supplier.

**VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**IX. PROJECT OFFICERS CONTACT INFORMATION**

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