



# ROMBLON STATE UNIVERSITY

## BIDS AND AWARDS COMMITTEE

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505  
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### BID BULLETIN

#### Clarification No. 1

Solicitation No.: RSU-2024-02-011

- TO** : All prospective bidders
- SUBJECT** : Change/Modification of Checklist of the Technical and Financial Documents, and Specifications in all attached/associated documents in the Philippine Bidding Documents (PBDs), Technical Specifications, Price Schedule, and in the Itinerary
- DATE** : 19 March 2024

This Bid Bulletin is issued to inform all prospective bidders of the change/modification of the Checklist of the Technical and Financial Documents, and Specifications in all attached/associated documents in the PBDs, Technical Specifications, Price Schedule, and in the Itinerary. Please take notice of these changes.

**Educational Touring Services for the Hospitality Management Program of  
 Romblon State University (San Fernando Campus) (Repost) (ABC:  
 PhP2,793,500.00)**

**RE: Checklist of Technical and Financial Documents**

FROM	TO
<p><b>TECHNICAL COMPONENT ENVELOPE</b></p> <p><b>Class "A" Documents</b></p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) <b>in accordance with Section 8.5.2 of the IRR;</b></p> <p><u>Technical Documents</u></p> <p>(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>and</b></p> <p>(m) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <b>and</b></p> <p>(n) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the</p>	<p><b>TECHNICAL COMPONENT ENVELOPE</b></p> <p><b>Class "A" Documents</b></p> <p><u>Legal Documents</u></p> <p>(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) <b>in accordance with Section 8.5.2 of the IRR;</b></p> <p><u>Technical Documents</u></p> <p>(b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>and</b></p> <p>(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <b>and</b></p> <p>(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the</p>



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Insurance Commission **or**  
Original copy of Notarized  
Bid Securing Declaration;  
**and**

- (o) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;  
**and**
- (p) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

### Financial Documents

- (q) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### **Class "B" Documents**

- (r) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### **FINANCIAL COMPONENT ENVELOPE**

- (s) Original of duly signed and accomplished Financial Bid Form;  
**and**
- (t) Original of duly signed and accomplished Price Schedule(s).

### Other documentary requirements under

RA No. 9184 (as applicable)

- (u) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product
- (v) Certification from the DTI if the Bidder claims preference as a

Insurance Commission **or**  
Original copy of Notarized  
Bid Securing Declaration;  
**and**

- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;  
**and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder; **and**

- (g) DOT Certification as Travel Agency and Tours Operator; **and**

- (h) Certification from LTFRB for the validity of the franchise of the proposed operator; **and**

- (i) Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness.

### Financial Documents

- (j) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### **Class "B" Documents**

- (k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### **FINANCIAL COMPONENT ENVELOPE**

- (l) Original of duly signed and accomplished Financial Bid Form;  
**and**
- (m) Original of duly signed and accomplished Price Schedule(s).

### Other documentary requirements under RA No. 9184 (as applicable)



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<p>Domestic Bidder or Domestic Entity.</p>	<p>(n) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product</p> <p>(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>
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**FROM**

**RE: Technical Specifications**

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p><b>6 Days and 5 Nights Educational Tour Package (Manila-Pampanga)</b></p> <p>Inclusions:</p> <ol style="list-style-type: none"> <li>4 DOT Licensed air-conditioned 49 -seater tourist bus. Round trip aircon bus transport Day 1-Day 6.</li> <li>DOT-accredited tourist drivers and licensed tour guides</li> <li>Round-trip boat fare (tourist accommodation) from Romblon, Lucena, Batangas with terminal tickets and vice versa, packed lunch and snacks.</li> <li>151 students with 6 Free of Charge Faculty chaperone</li> <li>Hotel Aircon Accommodation (4-star hotel) in Metro Manila, and Pampanga shall have:               <ul style="list-style-type: none"> <li>Air-Conditioned rooms, complete amenities with set of beddings, towels morning kits separate rooms for male and female students, 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals</li> <li>beds as per standard requirements</li> <li>will provide toiletries</li> </ul> </li> <li>Will provide safety kits or PPE for companies requiring it (Vest, Hard hat, face mask, goggles, earplugs etc.). Accompanied by a nurse on 6 days tour.</li> <li>Securing Permits, Certificate of Participation, follow-ups and confirmation of plant/company visits will be provided. In case the companies/plants are not available, then similar places will be proposed subject to the approval of the end user and pursuant to pertinent CHED issuances.</li> <li>Comprehensive insurance coverage with a minimum of One Hundred Thousand Pesos (PhP100,000.00) per participant.</li> </ol>	151	



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	<p>9. Will serve full meals, subject to individual food restrictions and approval of the end user (scope of the meals and indicate the menu for each meal)</p> <p>10. Souvenir T-Shirt for each participant.</p> <p>11. Services of tour guide and coordinator per bus.</p> <p>12. Personalized ID, Notebook (80 sheets) and Ball pen (black ink).</p> <p>13. Streamers will be provided. Design and dimension are subject to the approval of the end user.</p> <p>14. A gift or token will be provided for the visited company, subject to the approval of the end user. Photo and video documentation.</p> <p>15. Entrance fees on each site to be visited.</p> <p>16. <b>Provision in case of occurrence of Typhoon and other fortuitous events</b></p> <ul style="list-style-type: none"> <li>• If a typhoon and other fortuitous events occur <b>before</b> the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour.</li> <li>• If a typhoon and other fortuitous events occur <b>anytime during educational tours</b>, the touring services provider should take immediate action to ensure the safety and well-being of the students and faculty. Specifically, they have to       <ul style="list-style-type: none"> <li>○ Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance;</li> <li>○ Device alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops;</li> <li>○ Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour;</li> <li>○ If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely;</li> <li>○ Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and</li> <li>○ Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour.</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>If students and faculty are stranded due to a typhoon and other fortuitous event on their way back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to:           <ul style="list-style-type: none"> <li>Provide free meals and refreshments for the duration of their stay; and</li> <li>Provide access to medical assistance or emergency services if needed.</li> </ul> </li> </ul>		
<b>TOTAL</b>		<b>151</b>	

**RE: Itinerary**

**ITINERARY**

**MANILA- PAMPANGA EDUCATIONAL TOUR**

**April 17-22, 2024**

Day 1 (WEDNESDAY)	6:30 AM	Pick-up @ RSU-SFC Covered Court
	6:30 AM - 8:00 AM	Travel time to Magdiwang, Ambulong port
	8:00 AM - 9:00 AM	Waiting time at port
	9:00 AM	On-board (Tourist accommodation) going to Lucena Port
	11:00 AM - 12:00 PM	Lunch on-board
	1:00-2:00	Distribution of light snacks
	2:00-3:00	Light Snacks
	3:00-5:00	Rest/Own Leisure
	5:00-7:00	Early Dinner
	7:00-2:00	Rest/ Own Leisure/overnight
END OF DAY 1		
Day 2 (THURSDAY)	3:00 AM	Pick-up @ Lucena Port
	3:00-4:00 AM	Wash up time
	4:00-6:00 AM	Travel Time to SLEX Gas Station
	6:00-7:00 AM	BREAKFAST
	7:00-8:00 AM	Travel time to 5 star hotel Casino resort and hotel complex Located at New Seaside Dr, Entertainment City, Paranaque 1701 Kalakhang, Manila Philippines



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8:00-11:00AM	<p>RESTAURANT TOUR/Workshop at 5 star hotel</p> <p>Bar Tour</p> <p>Bar Tour, Bartending Show (Bartending and Flaring)</p> <p>Demonstration drink mixing (Alcoholic and Non-Alcoholic)</p> <p>(BAR TOUR/WORKSHOP        Topic: MIXING TECHNIQUE        Description: Provide knowledge of beverages both cocktails and mocktails with emphasis on the making process and consuming period, Provide knowledge of bar management including making lists, cost control, and legalities.</p> <p>Speakers ;        Professional bartenders in Philippines, can execute bartending and flairtending .</p> <p>Workshop: HM students/ participants will be given a task to make a best seller drinks under cocktails and mocktails of a bar.</p>
11:00-12:00PM	<p>LUNCH at 5- star hotel</p> <p>Students will experience an outstanding service, eclectic ambiance and delicious all-American comfort in generous portions.</p>
01:00-5:00PM	<p>Ocular and familiarization tour (rooms, facilities and amenities inside 5- star hotel) and experience a Fountain Show</p> <p>Five-star luxury with its many distinct innovations that combine advanced technology, top-class amenities, environment friendly architectural planning, and a world-class entertainment options, all delivered kind of exemplary service that personifies the unique blend of Japanese hospitality and Filipino warmth</p>
5:00-6:00PM	<p>Dinner at one of a restaurants in 5 star hotel</p> <p>Students can experience the gastronomic delights, reflect the vibrant cultures and regional cuisines to be found in the Philippines.</p>
7:30 PM	<p>Check-in at 4-star hotel</p> <p>Facing Manila Bay, this sleek hotel is 3 km from Ninoy Aquino International Airport and 10 km from Rizal Park</p> <p>Accommodation: Participants can experience to stay in a Deluxe Twin Room</p> <p>Rest/Own Leisure/Overnight</p>



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### END OF DAY 2

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Day 3 (FRIDAY)	6:00 AM	Wake-up call
	6:00 AM-7:30 AM	Breakfast at Hotel
	8:00 AM - 12:00 NN	Food and Beverage Services Seminar at hotels' function room (students will be divided into 4 batches and will use 4 function rooms.
		Topic: Restaurant staff training to help you boost your sales
		Speakers: Working at 5 -star Fine- dining restaurants, with land and on-board experience.
	12:00 NN - 01:00 PM	LUNCH at Hotel
	01:30 PM – 02:30 PM	Travel time to Intramuros
	02:30 PM – 03:30 PM	Visit the Intramuros (Park at Fort Santiago)
	04:00 PM – 4:30 PM	Rolling tour in Metro, Manila
	5:00 PM – 8:00 PM	Start of Rolling Tour Cultural heritage, Churches, and Museums
8:30 PM – 09:30 PM	Dinner at Restaurant	
10:00 OPM	Back to hotel	

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### END OF DAY 3

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Day 4 (SATURDAY)	5:00 AM	Wake-up call and preparation for check-out
	06:00 AM-09:00 AM	Travel time to San Fernando, Pampanga
	07:00 AM - 08:00 AM	BREAKFAST AT SLEX
	09:30 AM	Estimated time of arrival at San Fernando, Pampanga
	09:30 AM-04:00 PM	Pampanga Food and Heritage Tour, and Lunch in ancestral home of a food historian (Buffet)  A baking Demonstration on Kapampangan Baked Goods
		Speaker: Food Historian, collector of an age-old Kapampangan recipes, preparing food in



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its traditional manner, not using scales and just guessing measurements.

Visit the historical sites in Pampanga  
 Church Half-buried in Lahar, Bacolor, Pampanga

12:00 PM – Betis Woodcarving and Furnitures showroom,  
 01:30 PM GuaGua, Pampanga  
 Lunch on Clark, Pampanga

05:00 PM Check-in at 4 -star hotel  
 Claro M Recto Hwy, Clark Freeport , Angeles, Pampanga  
 Rest/Own Leisure/Overnight

END OF DAY 4

Day 5 (SUNDAY)	6:00 AM	Wake-up call and preparation for breakfast
	6:00 AM 7:00 AM	BREAKFAST AT HOTEL
	08:00AM- 10:00 AM	Hotel Familiarization Tour Lunch at the hotel
	11:00AM	Familiarized the different types of facilities and amenities
	12:00 PM-	Check-out
	4:30 PM	Travel time to Batangas
	4:30 PM	Estimated time of arrival
	05:00 PM	Departure time from Batangas Dinner on board

Day 6 (MONDAY)	6:00 AM	Wake-up call and departure at Ambulong Port, Magdiwang, Romblon
	6:00 AM 8:00 AM	Estimated time of Arrival on each residence
HOME SWEET HOME		

*Note: This proposed itinerary is subject to change and may vary based on the company's availability for a visit.*





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### MEAL SETS

#### Day 1

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Lunch</b>	Bento Box with 4 separators	Steamed Rice	1 Bento Box/pax
	Meat	For Fish: Steamed Fish with dressings For Pork: Pork Steak	
	Vegetable	Chopsuey	
	Dessert	Mixed mint candies	3
	Drinks	Bottled water 500 ml and soda 355 ml	1 bot./pax
<b>Snacks</b>	Packed	Tuna Sandwich	1 packed/pax
	Drink	Bottled Orange juice 355 ml	1 bot./pax
<b>Dinner</b>	Bento Box with 4 separators	Steamed Rice	1 bento box/pax
	Rice		
	Meat	Chicken and Pork Adobo	
	Vegetable	Stir fry mixed vegetables	
	Dessert	Egg Tart	1
	Drinks	Bottled water 500 ml and soda 355 ml	1 bot./participant

#### DAY 2

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	American Breakfast	Sausages, Omelet, Toasted and Non-Toasted bread, marmalade Hot and Cold Beverages (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Carbonara and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet	Fried Rice; Steamed Rice	Eat all you can
	Meat	For Fish: Fish Fillet For Pork: Pork Chop, pork Stew For Beef: Beef Steak	
	Vegetable	Chopsuey, mixed vegetable salad with Caesar Salad	
	Dessert	Petite Four	
	Drinks	Overflowing hot and cold beverages	
<b>Snacks</b>	Plated	Spaghetti with chicken and Pork Meatballs	1
		Overflowing Hot and cold beverages	Unlimited drinks
<b>Dinner</b>	Rice	Fried Rice; Steamed Rice	Buffet/ Eat all you can
	Soup	El Nido Soup	
	Meat	Salmon, Roasted Chicken Pork Chop Beef Stew, etc.	
	Vegetable	Stir fry Mixed vegetables	
	Dessert	Brownies/Muffins	
	Drinks	Overflowing of hot and cold beverages	

#### DAY 3

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	American Breakfast	Corned beef, bacon, poached eggs Toasted and Non-Toasted breads, marmalade/butter	Eat all you can



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		Hot and Cold Beverages (Coffee, tea, and soda)	Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Ossobuco and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet Meat  Vegetable  Dessert Drinks	Fried Rice; Steamed Rice For Fish: Orange Salmon with Coriander For Pork: Cherry Cola Ribs For Beef: Beef Stew Fresh mixed vegetable salad with Caesar Salad Fruit Salad Overflowing hot and cold beverages	Eat all you can
<b>Snacks</b>	Plated	Creamy spinach pasta Overflowing Hot and cold beverages	1 Unlimited drinks
<b>Dinner</b>	Rice Soup Meat  Vegetable. Dessert Drinks	Fried Rice; Steamed Rice Asparagus Soup Salmon, Roasted Chicken Pork Chop Beef Stew, etc. Chinese stir fry vegetables Mango Tapioca Overflowing hot and cold beverages	Buffet/ Eat all you can

### DAY 4

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	Filipino Breakfast	Fried/ Steamed Rice Fried Eggplants, Scrambled Eggs, and Tocino, (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Ossobuco and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet (Kapampangan Foods) Soup Meat  Dessert Drinks	Paella  Guava Sour Soup For Fish: Orange Salmon with Coriander For Pork: Sisig, Embutido, Murcon Turon with Vanilla Ice cream Overflowing cold beverages Kapampangan (Guinilu)	Eat all you can
<b>Snacks</b>	Plated	Cheese and Spanish Bread Overflowing Hot and cold beverages	2 Unlimited drinks
<b>Dinner</b>	Rice Soup  Meat  Vegetable.	Fried Rice; Steamed Rice Braised Crown- Shaped Superior Soup Honey Roasted Barbecued Pork Steamed Xiao Long Bao Vegetable mushroom in crispy Taro Ring	Buffet/ Eat all you can



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Dessert Chilled Almond Bean curd with  
Drinks Lychee  
Overflowing hot and cold beverages

### DAY 5

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	Filipino Breakfast	Fried/ Steamed Rice Meatloaf, Chorizos, And Fried Dried Fish (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Ossobuco and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet Soup Meat  Vegetable Dessert Drinks	Fried/Steamed Rice Mushroom Soup For Fish: Marinated diced Salmon and Tuna For Chicken: Chicken Pad Thai Steamed Prawn Gyoza Mochi Strawberry cold drink	Eat all you can/drink all you can
<b>Snacks</b>	Packed	Cheese Burger with French fries Bottled water 500 ml and soda 355 ml	2 1 bot./pax
<b>Dinner</b>	Bento box with separator Meat Dessert Drinks	Steamed Rice  Grilled fish and Roasted Chicken Sponge cake Bottled water 500 ml and soda 355 ml	1 bento/pax

### DAY 6

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Light snacks</b>	Packed Drinks	Hamburger Bottled water 500 ml and soda 355 ml	1/pax

*Note: Meal choices are subject to students' preferences, whether influenced by their religion, or a physician's recommended diet. The organizers will consistently ensure that the meals provided align with the specific needs of the students.*

TO

### RE: Technical Specifications

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<b>6 Days and 5 Nights Educational Tour Package (Manila-Pampanga)</b> <b>1.PARTICIPANTS</b> Total number of students: 151 students with 6 Free of Charge Faculty chaperone	151	



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\*schedule is upon the advice of the end user.

### 2. TRANSPORTATION

- a. Round-trip boat fare (tourist accommodation) from Romblon, Lucena, Batangas with terminal tickets and vice versa;
- b. DOT accredited air-conditioned and well sanitized (4) 49 pax passenger capacity tourist bus; and
- c. DOT accredited tourist drivers and (1) licensed tour guides per bus.

#### Note:

- Should the vehicle develop any mechanical fault in transit, the tour agency must find a replacement as soon as possible
- Touring agency must ensure the safety of all passengers all the time

### 3. ACCOMMODATION

A quadruple room or better accommodation in accommodation in Metro Manila, and Pampanga shall have:

- a. Air-Conditioned rooms, with complete amenities with set of beddings, towels and toiletries;
- b. Separate rooms for male and female students and provide beds as per standard requirements; and
- c. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals, and TV.

### 4. TRAVEL SAFETY KITS

- a. Will provide safety kits or PPE for companies requiring it (Vest, Hard hat, face mask, goggles, earplugs etc.). Accompanied by a nurse on 6 days tour;
- b. First aid kit for the whole group on board for each tour vehicles throughout the trip with essential medicines/over-the-counter medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- c. Assist in case of health emergency through the provision of a list of emergency contact numbers.

### 5. TOUR COORDINATION

- a. Securing Permits/Letter of Request and Acknowledgement from LGUs, in compliance with CMO 63, s.2017; Provision of entrance fees, if necessary; Certificate of Participation/Attendance, follow-ups, and confirmation of plant/company visits will be provided, including orientation about industry practices.



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b. In case the companies/plants are not available, then similar places will be proposed subject to approval of the end-user pursuant to pertinent CHED issuances.

### 6. TRAVEL INSURANCE

Comprehensive insurance coverage of not less than One Hundred Thousand Pesos (PhP100,000.00) per participant.

### 7. MEALS AND BEVERAGES

Meals and beverages for all participants for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)

#### Note:

- Must be willing to accommodate food restrictions.
- The finalized meal set/menu will be prepared by the end user subject to the approval of the Health Services Unit.

### 8. GIVEAWAYS

- a. Souvenir T-shirt for each participant subject to end-user approval; and
- b. A gift/token will be provided for the visited company, subject to the approval of the end user.

### 9. TOUR SIGNAGES, BANNER, AND DOCUMENTATION

- a. Streamers will be provided. Design and dimension are subject to the approval of the end-user; and
- b. Photo and video documentation.

### ITINERARY

- Interactive/ experiential tours and activities for the whole group (*please see the attached itinerary*)
- **Provision in case of occurrence of Typhoon and other fortuitous events:**
  - If a typhoon and other fortuitous events occur **before** the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour.
  - If a typhoon and other fortuitous events occur **anytime during educational tours**, the touring services provider should take immediate action to



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		<p>ensure the safety and well-being of the students and faculty. Specifically, they have to:</p> <ul style="list-style-type: none"> <li>○ Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance;</li> <li>○ Devise alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops;</li> <li>○ Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour;</li> <li>○ If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely;</li> <li>○ Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and</li> <li>○ Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour.</li> </ul> <ul style="list-style-type: none"> <li>● If students and faculty are stranded due to a typhoon and other fortuitous event on their way back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to:       <ul style="list-style-type: none"> <li>○ Provide free full meals and refreshments for the duration of their stay; and</li> <li>○ Provide access to medical assistance or emergency services if needed.</li> </ul> </li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- Tour activities and dates are subject to change based on recommendations of the end-user.</li> <li>- The final itinerary should be approved by the end-user and must adhere to existing health and safety protocols.</li> <li>- No single use plastic in any of the activities involved.</li> </ul>		
<b>TOTAL</b>		<b>151</b>		



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**RE: Itinerary**

**Romblon State University**  
**Hospitality Management Program**

**6-Day Educational Tour Package (Manila- Pampanga)**

**ITINERARY**

Day <del>1</del> (WEDNESDAY)	9:00 AM	Departure from Magdiwang, Ambulong Port
Day <b>1</b> (THURSDAY)	3:00 AM	Pick-up @ Lucena Port
	3:00-4:00 AM	Wash up time
	4:00-6:00 AM	Travel Time to SLEX Gas Station
	6:00-7:00 AM	BREAKFAST
	7:00-8:00 AM	Travel time to 5 star hotel Casino resort and hotel complex Located at New Seaside Dr, Entertainment City, Paranaque 1701 Kalakhang, Manila Philippines
	8:00-11:00AM	RESTAURANT TOUR/Workshop at 5 star hotel Bar Tour Bar Tour, Bartending Show (Bartending and Flaring) Demonstration drink mixing (Alcoholic and Non-Alcoholic)
		(BAR TOUR/WORKSHOP Topic: MIXING TECHNIQUE Description: Provide knowledge of beverages both cocktails and mocktails with emphasis on the making process and consuming period, Provide knowledge of bar management including making lists, cost control, and legalities.
		Speakers ; Professional bartenders in Philippines, can execute bartending and flairtending .
		Workshop: HM students/ participants will be given a task to make a best seller drinks under cocktails and mocktails of a bar.
	11:00-12:00AM	LUNCH at 5- star hotel Students will experience an outstanding service, eclectic ambiance and delicious all-American comfort in generous portions.
		Ocular and familiarization tour



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	01:00-5:00PM	(rooms, facilities and amenities inside 5-star hotel) and experience a Fountain Show
		Five-star luxury with its many distinct innovations that combine advanced technology, top-class amenities, environment friendly architectural planning, and a world-class entertainment options, all delivered kind of exemplary service that personifies the unique blend of Japanese hospitality and Filipino warmth
	5:00-6:00PM	Dinner at one of a restaurants in 5 star hotel Students can experience the gastronomic delights, reflect the vibrant cultures and regional cuisines to be found in the Philippines.
	7:30 PM	Check-in at 4-star hotel Facing Manila Bay, this sleek hotel is 3 km from Ninoy Aquino International Airport and 10 km from Rizal Park
		Accommodation: Participants can experience to stay in a Deluxe Twin Room
		Rest/Own Leisure/Overnight
Day 2 (FRIDAY)	6:00 AM	Wake-up call
	6:00 AM-7:30 AM	Breakfast at Hotel
	8:00 AM - 12:00 NN	Food and Beverage Services Seminar at hotels' function room (students will be divided into 4 batches and will use 4 function rooms.
		Topic: Restaurant staff training to help you boost your sales
		Speakers: Working at 5 -star Fine- dining restaurants, with land and on-board experience.
	12:00 NN - 01:00 PM	LUNCH at Hotel
	01:30 PM – 02:30 PM	Travel time to Intramuros
	02:30 PM – 03:30 PM	Visit the Intramuros (Park at Fort Santiago)
	04:00 PM – 4:30 PM	Rolling tour in Metro, Manila





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	5:00 PM – 8:00 PM	Start of Rolling Tour Cultural heritage, Churches, and Museums
	8:30 PM – 09:30 PM	Dinner at Restaurant
	10:00 PM	Back to hotel
Day 3 (SATURDAY)	5:00 AM	Wake-up call and preparation for check-out
	06:00 AM	Travel time to San Fernando, Pampanga
	07:00 AM - 08:00 AM	BREAKFAST AT SLEX
	09:30 AM	Estimated time of arrival at San Fernando, Pampanga
		Pampanga Food and Heritage Tour, and Lunch in ancestral home of a food historian (Buffet)
	09:30 AM- 04:00 PM	A baking Demonstration on Kapampangan Baked Goods
		Speaker: Food Historian, collector of an age- old Kapampangan recipes, preparing food in its traditional manner, not using scales and just guessing measurements.
		Visit the historical sites in Pampanga Church Half-buried in Lahar, Bacolor, Pampanga
	12:00 PM – 01:30 PM	Betis Woodcarving and Furnitures showroom, GuaGua, Pampanga Lunch on Clark, Pampanga
	05:00 PM	Check-in at 4 -star hotel Claro M Recto Hwy, Clark Freeport , Angeles, Pampanga Rest/Own Leisure/Overnight
Day 4 (SUNDAY)	6:00 AM	Wake-up call and preparation for breakfast
	7:00 AM	BREAKFAST AT HOTEL
	08:00AM- 11:00 AM	Hotel Familiarization Tour Familiarized the different types of facilities and amenities
	12:00 PM	Check-out/Lunch at the hotel Travel time to Batangas
	2:30 PM	Estimated time of arrival
	4:00 PM	Departure time from Batangas Dinner on board



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Day-6 (MONDAY)

6:00 AM

Estimated time of Arrival on each residence

### END OF TOUR

### MEAL SETS

#### DAY 1

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Lunch</b>	Bento Box with 4 separators	Steamed Rice	1 Bento Box/pax
	Meat	For Fish: Steamed Fish with dressings For Pork: Pork Steak	
	Vegetable	Chopsuey	
	Dessert	Mixed mint candies	3
	Drinks	<del>Bottled water 500 ml and Soda 355 ml</del>	1 bot./pax
<b>Snacks</b>	Packed	Tuna Sandwich	1 packed/pax
	Drink	Bottled Orange juice 355 ml	1 bot./pax
<b>Dinner</b>	Bento Box with 4 separators	Steamed Rice	1 bento box/pax
	Rice		
	Meat	Chicken and Pork Adobo	
	Vegetable	Stir fry mixed vegetables	
	Dessert	Egg Tart	1
Drinks	<del>Bottled water 500 ml and Soda 355 ml</del>	1 bot./participant	

#### DAY 1

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	American Breakfast	Sausages, Omelet, Toasted and Non-Toast bread, marmalade Hot and Cold Beverages (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Carbonara and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet	Fried Rice; Steamed Rice	Eat all you can
	Meat	For Fish: Fish Fillet For Pork: Pork Chop, pork Stew For Beef: Beef Steak	
	Vegetable	Chopsuey, mixed vegetable salad with Caesar Salad	
	Dessert	Petite Four	
Drinks	Overflowing hot and cold beverages		
<b>Snacks</b>	Plated	Spaghetti with chicken and Pork Meatballs	1
		Overflowing Hot and cold beverages	Unlimited drinks
<b>Dinner</b>	Rice	Fried Rice; Steamed Rice	Buffet/ Eat all you can
	Soup	El Nido Soup	
	Meat	Salmon, Roasted Chicken Pork Chop Beef Stew, etc.	
	Vegetable	Stir fry Mixed vegetables	
Dessert	Brownies/Muffins		



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Drinks      Overflowing of hot and cold beverages

### DAY 2

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	American Breakfast	Corned beef, bacon, poached eggs Toasted and Non-Toasted breads, marmalade/butter Hot and Cold Beverages (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Ossobuco and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet Meat  Vegetable  Dessert Drinks	Fried Rice; Steamed Rice For Fish: Orange Salmon with Coriander For Pork: Cherry Cola Ribs For Beef: Beef Stew Fresh mixed vegetable salad with Caesar Salad Fruit Salad Overflowing hot and cold beverages	Eat all you can
<b>Snacks</b>	Plated	Creamy spinach pasta Overflowing Hot and cold beverages	1 Unlimited drinks
<b>Dinner</b>	Rice Soup Meat  Vegetable. Dessert Drinks	Fried Rice; Steamed Rice Asparagus Soup Salmon, Roasted Chicken Pork Chop Beef Stew, etc. Chinese stir fry vegetables Mango Tapioca Overflowing hot and cold beverages	Buffet/ Eat all you can

### DAY 3

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	Filipino Breakfast	Fried/ Steamed Rice Fried Eggplants, Scrambled Eggs, and Tocino, (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Ossobuco and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet (Kapampangan Foods) Soup Meat  Dessert Drinks	Paella  Guava Sour Soup For Fish: Orange Salmon with Coriander For Pork: Sisig, Embutido, Murcon Turon with Vanilla Ice cream Overflowing cold beverages Kapampangan (Guinilu)	Eat all you can
<b>Snacks</b>	Plated	Cheese and Spanish Bread Overflowing Hot and cold beverages	2 Unlimited drinks
<b>Dinner</b>	Rice Soup	Fried Rice; Steamed Rice	Buffet/



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Meat	Braised Crown- Shaped Superior Soup	Eat all you can
Vegetable.	Honey Roasted Barbecued Pork Steamed Xiao Long Bao Vegetable mushroom in crispy Taro Ring	
Dessert Drinks	Chilled Almond Bean curd with Lychee Overflowing hot and cold beverages	

### DAY 4

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Breakfast</b>	Filipino Breakfast	Fried/ Steamed Rice Meatloaf, Chorizos, And Fried Dried Fish (Coffee, tea, and soda)	Eat all you can Overflowing hot and cold beverages
<b>Snacks</b>	Heavy snacks	Ossobuco and Hot and cold beverages (Coffee, tea and soda)	Buffet Overflowing hot and cold beverages
<b>Lunch</b>	Buffet Soup Meat  Vegetable Dessert Drinks	Fried/Steamed Rice Mushroom Soup For Fish: Marinated diced Salmon and Tuna For Chicken: Chicken Pad Thai Steamed Prawn Gyoza Mochi Strawberry cold drink	Eat all you can/drink all you can
<b>Snacks</b>	Packed	Cheese Burger with French fries <del>Bottled water 500 ml and Soda 355 ml</del>	2 1 bot./pax
<b>Dinner</b>	Bento box with separator Meat Dessert Drinks	Steamed Rice  Grilled fish and Roasted Chicken Sponge cake <del>Bottled water 500 ml and Soda 355 ml</del>	1 bento/pax

### DAY 6

MEAL	TYPE	DESCRIPTION	SERVING QUANTITY
<b>Light snacks</b>	Packed Drinks	Hamburger <del>Bottled water 500 ml and Soda 355 ml</del>	1/pax

Please be advised that this bid bulletin is issued to amend the checklist of the technical and financial documents, and specifications in all attached/associated documents. This shall be an integral part of the Bid Documents.

For information and guidance of all concerned.

  
**ATTY. GLENN NIÑO M. SARTILLO**  
 BAC Chairperson

