



**ROMBLON STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**

Community Outreach Center, RSU-Main Campus, Liwanag, Odiongan, Romblon 5505  
 Telephone: (042) 567-5952  
 Email: bac@rsu.edu.ph  
 Website: rsu.edu.ph



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**TECHNICAL SPECIFICATIONS**

**Solicitation No. RSU-2024-02-010**  
**ABC: PhP1,755,000.00**

**Negotiated Procurement for Educational Touring Services for the College of Business and Accountancy (Hospitality Management Department) of Romblon State University**

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p><b>4-Day Educational Tour Package (Caticlan-Boracay Tour)</b></p> <p><b>1. PARTICIPANTS</b></p> <ul style="list-style-type: none"> <li>a. 117 students</li> <li>b. Accompanied by 5 faculty and 1 school nurse</li> </ul> <p><b>2. TRANSPORTATION</b></p> <ul style="list-style-type: none"> <li>a. Round-trip- ferry fare (tourist accommodation) from Odiongan to Caticlan, vice-versa;</li> <li>b. Boat fare from Caticlan-Cagban-Caticlan; inclusion with terminal tickets and other transport expense</li> <li>c. Three (3) DOT-accredited air-conditioned and well-sanitized 49-pax passenger capacity tourist bus for Caticlan Tour;</li> <li>d. DOT-accredited tourist drivers and one (1) DOT accredited tour guide per bus.</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>- Provision of enough umbrellas for the whole group.</li> <li>- Should the vehicle develop any mechanical fault in transit, the tour agency must find a replacement as soon as possible</li> <li>- Touring agency must ensure the safety of all passengers all the time</li> </ul> <p><b>3. ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>a. 4 or 5 star-hotel;</li> <li>b. A quadruple room or better accommodation in Boracay shall have;</li> <li>c. Air-conditioned rooms with a set of beddings, towels, and toiletries;</li> <li>d. Separate rooms for male and female students and provide beds as per standard requirements;</li> <li>e. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals, and TV.</li> </ul> <p><b>4. TOUR ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>a. Three water activities (banana boat, island hopping, helmet diving, sunset cruising, stand up paddle, UFO ride, snorkeling, fly</li> </ul>	117	



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		<p>fish, crystal kayak, mermaid swimming) or three land activities (yoga, art painting, ATV tour and buggy car adventure);</p> <ol style="list-style-type: none"> <li>b. Must visit Historical Landmark, Museum, and Eco-Park;</li> <li>c. 4-hour seminar on topic “Hotel Operations with Hotel Familiarization”;</li> <li>d. The speaker shall be 4 or 5 star general manager/ hotel supervisor with at least five years of experience in Hotel Operations focusing on customer service and hotel professional and with TESDA NCs related to tourism qualification.</li> <li>e. 4-hour seminar on topic “Art of Mixology: Basic Bartending and Flairtending”</li> <li>f. The speaker must have a NC in Bartending. He/She shall have an industry experience of at least five years and the session must have showmanship.</li> </ol> <p><b>5. TRAVEL SAFETY</b></p> <ol style="list-style-type: none"> <li>a. Will provide safety kits or equipment PPEs for companies requiring it and on site first aider during water activities</li> <li>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.)</li> <li>c. Assist in case of health emergency through the provision of a list of emergency contact numbers.</li> </ol> <p><b>6. TOUR COORDINATION</b></p> <ol style="list-style-type: none"> <li>a. Securing Permits/Letter of Request and Acknowledgment from LGUs, in compliance with CMO 63 s.2017, Certificate of Participation/Attendance, follow-ups, and confirmation of company visits will be provided, including orientation about industry practices.</li> <li>b. In case the companies are not available, then similar places will be proposed subject to the approval of the end-user pursuant to pertinent CHED issuances.</li> </ol> <p><b>7. TRAVEL INSURANCE</b></p> <p>Comprehensive insurance coverage of not less than one hundred thousand pesos (PhP100,000.00) per participant.</p> <p><b>8. MEALS AND BEVERAGES</b></p> <p>Full board meal preferably buffet set-up (4 courses, dessert, drinks); AM and PM snacks.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>- Must be willing to accommodate food restrictions.</li> </ul>	
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		<p>- The finalized meal set/menu will be prepared by the end-user subject to the approval of the Health Services Unit.</p> <p><b>9. GIVEAWAYS</b></p> <ol style="list-style-type: none"> <li>Souvenir polo shirt for each participant and accompanying faculty and nurse subject to end-user approval.</li> <li>A gift/token will be provided for the visited company, subject to the approval of the end-user.</li> </ol> <p><b>10. TOUR SIGNAGES, BANNER, AND DOCUMENTATION</b></p> <ol style="list-style-type: none"> <li>Streamers will be provided. Design and dimension are subject to the approval of the end-user.</li> <li>Photo and video documentation</li> </ol> <p><b>ITINERARY</b></p> <ul style="list-style-type: none"> <li>- Interactive/ experiential tours and activities for the whole group (<i>please see the attached itinerary</i>)</li> <li>- Provision in case of occurrence of Typhoon and other fortuitous events:       <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,</li> </ul> </li> </ul> </li> </ul>	
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		<p>consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely;</p> <ul style="list-style-type: none"> <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>Notes:</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>117</b>	

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 Name and Signature of the Bidder/Authorized Representative

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 Name of the Company