



**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



**TECHNICAL SPECIFICATIONS**  
**Solicitation No. RSU-2024-02-006**  
**ABC: PhP2,730,000.00**

**Negotiated Procurement for Educational Touring Services for the Institute of Information Technology of Romblon State University**

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	STATEMENT OF COMPLIANCE
1	pax	<p><b>5-Day Educational Tour Package (Batangas, Taguig, Subic, Manila, and Laguna)</b></p> <p>1. PARTICIPANTS</p> <p>Total number of students: 182 students</p> <p>a. Batch 1 - 91 students with 5 Free of charge faculty chaperone;</p> <p>b. Batch 2 - 91 students with 5 Free of charge faculty chaperone.</p> <p>*schedule is upon the advice of the end user</p> <p>2. TRANSPORTATION</p> <p>a. Round-trip air-conditioned accommodation from Odiongan to Batangas and vice versa;</p> <p>b. DOT-accredited air-conditioned and well-sanitized (2) 49-pax passenger capacity tourist bus and (1) 9-pax passenger capacity tourist coaster/van;</p> <p>c. DOT-accredited tourist drivers and licensed tour guides.</p> <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>3. ACCOMMODATION</p> <p>A quadruple room or better accommodation in Metro Manila shall have:</p> <p>a. Air-conditioned rooms with a set of beddings, towels, and toiletries;</p> <p>b. Separate rooms for male and female students and provide beds as per standard requirements;</p> <p>c. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals.</p> <p>4. TRAVEL SAFETY KITS</p>	182	



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	<p>a. Will provide safety kits or equipment PPEs for plants requiring it (mask, alcohol, wet wipes, gloves, etc.)</p> <p>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.)</p> <p>c. Assist in case of health emergency by providing a list of emergency contact</p> <p>5. TOUR COORDINATION</p> <p>a. Securing Permits/Letter of Request and Acknowledgement from LGUs, in compliance with CMO 63 s.2017, Provision of entrance fees, if possible, Certificate of Participation/Attendance, follow-ups, and confirmation of plant/company visits will be provided, including orientation about industry practices.</p> <p>b. In case the companies/plants are not available, then similar places will be proposed subject to the approval of the end-user pursuant to pertinent CHED issuances.</p> <p>6. TRAVEL INSURANCE      Comprehensive insurance coverage of not less than one hundred thousand pesos (PhP100,000.00) per participant.</p> <p>7. MEALS AND BEVERAGES      Meals and beverages for all participants for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)</p> <p>Note:</p> <ul style="list-style-type: none"> <li>- Must be willing to accommodate food restrictions.</li> <li>- The finalized meal set/menu will be prepared by the end-user subject to the approval of the Health Services Unit</li> </ul> <p>8. GIVEAWAYS</p> <p>a. Souvenir T-shirt for each participant subject to end-user approval.</p> <p>b. A gift/token will be provided for the visited company, subject to the approval of the end-user.</p> <p>9. TOUR SIGNAGES, BANNER, AND DOCUMENTATION</p> <p>a. Streamers will be provided. Design and dimension are subject to the approval of the end-user.</p> <p>ITINERARY</p> <ul style="list-style-type: none"> <li>- Interactive/ experiential tours and activities for</li> </ul>	
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		<p>the whole group (<i>please see the attached itinerary</i>)</p> <ul style="list-style-type: none"> <li>- Provision in case of occurrence of Typhoon and other fortuitous events:</li> <li>• 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.</li> <li>• If a typhoon and other fortuitous events occur anytime during educational tours, 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> <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> </ul> </li> </ul>	
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		<ul style="list-style-type: none"> <li>○ Provide access to medical assistance or emergency services if needed.</li> </ul> <p>Note:</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</li> </ul>		
<b>TOTAL</b>			<b>182</b>	

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 Name and Signature of the Bidder/Authorized Representative

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 Name of the Company