

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Influencer Tie-Up (Vietnam)
INCLUSIVE DATES	:	December 13 to 17, 2022 (tentative)

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Vietnamese market, the Philippine Department of Tourism (PDOT) organized an Influencer Tie-Up Familiarization Trip to Cebu and Metro Manila on December 13 to 17, 2022 composed of five (5) Vietnamese Influencers, and one (1) OPMD-MDD staff/coordinator.

The whole idea of this Influencer Tie-Up Familiarization Trip is to increase exposure of the key destinations to complement the Travel Trade which will pursue a Product Launch for the summer months and in time for the Joint Consumer Campaign, the Joint Promotion Campaign and the Social Media Activations. Hence, they all complement each other towards these destinations, mainly Cebu and Metro Manila.

This familiarization trip was also aimed at increasing awareness regarding the Philippines' key destinations, luxury properties, products and attractions in the Vietnamese outbound tourist market. The NTDP 2016-2022 recognizes Vietnam as one of the source markets for development. Vietnam arrivals contributes to a higher average of per capita/day spending making it equally lucrative to European arrivals and an important short-haul destination. Vietnam has retained a 20% growth rate year on year until 2019. It is the most promising ASEAN country with a current rank of 9th place in arrivals since the reopening of Philippine border. It is poised to recover to a 50% level by 2022.

Hence, the Department is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing tours and ground handling services in connection with the upcoming Influencer Tie-Up on December 13 to 17, 2022.

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled DOT domestic tour groups within the last 4 years;
- C. Ground arrangement (inclusive of roundtrip international and domestic airfares, single-sharing accommodation, tourist transport services with social distancing considerations, full board meals and snacks, and tour packages with activities, toll and entrance fees);
- D. Provision of group travel insurance for each participant in case of emergency, trip cancellation or emergency trip termination;
- E. Provision of tour coordinator to assist guests throughout the travel period;
- F. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
- G. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations to be provided within CY 2022;
- H. Provision of airport representative to assist guests upon arrival and departure in airport;
- I. Provision of first aid medical kit for the group to be provided within CY 2022;
- J. Must be willing to provide services on send-bill arrangement;
- K. A Vietnamese-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for five (5) Vietnamese participants in case of emergency trip cancellation or emergency trip termination;
- Ground arrangement for tour package, international air tickets, domestic air tickets, terminal fees, environmental fees, portage fees, roundtrip airport to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides, single occupancy accommodation inclusive of daily breakfast, and full board meals (lunch and dinner);
- Provision of first aid medical kit and COVID-19 care kit for the participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

COMPONENTS:

A. International Air Tickets

Number of pax	Date (TBC)	Route	Class
5	December 13 (AM Arrival)	Ho Chi Minh to Manila	Economy Class
5	December 17 (PM Departure)	Manila to Ho Chi Minh	

B. Domestic Air Tickets

**Utilized flights, if any, must not be charged to the DOT and be excluded from the final billing;*

**Provision of roundtrip economy class domestic air tickets for 5 Vietnamese participants and 1 OPMD-MDD representative*

Number of pax	Date (TBC)	Route	Class
6	December 13 (AM departure)	Manila to Cebu	Economy Class
6	December 17 (AM departure)	Cebu to Manila	

C. Accommodation

**Provision of single room hotel accommodation with full board meals for Vietnamese influencers and DOT-OPMD representative;*

**Utilized rooms, if any, must not be charged to the DOT and be excluded from the final billing*

Check-in (TBC)	Location	Hotel	Room Type	Number of rooms
December 13 – 15, 2022 (3D/2N)	Cebu (Sumilon)	3-star or similar DOT-accredited accommodation	Deluxe Single-Occupancy	5 Vietnamese Participants
December 15 – 17, 2022 (3D/2N)	Cebu City			
December 13 – 15, 2022 (3D/2N)	Cebu (Sumilon)	DOT-accredited accommodation (Rate based on EO 777)	Single-Occupancy	1 OPMD Representative
December 15 – 17, 2022 (3D/2N)	Cebu City			

D. Full Board Meals

**Food and dietary restrictions of the participants to follow, if any*

Date	Type	Number of Pax	Remarks	
December 13, 2022 (Day 1)	Breakfast	5 Vietnamese Participants	Breakfast upon arrival in Manila, lunch at a local restaurant in Cebu, dinner at the resort *With one round of drink	
	Lunch			
	Dinner			
December 14, 2022 (Day 2)	Lunch		Lunch during the tour *With one round of drink	
	Dinner			Dinner at a local restaurant in Cebu *With one round of drink
December 15, 2022 (Day 3)	Lunch		Lunch during the tour *With one round of drink	
	Dinner			Dinner at a local restaurant in Cebu *With one round of drink
December 16, 2022 (Day 4)	Lunch		Lunch during the tour *With one round of drink	
	Dinner			Dinner at a local restaurant in Cebu *With one round of drink
December 17, 2022 (Day 5)	Lunch		Lunch at a local restaurant in Manila *With one round of drink	
	Dinner			Dinner at a local restaurant in Manila *With one round of drink
December 13 – 17, 2022	Lunch and Dinner		1 OPMD Representative	*Based on EO 77

E. Tourist Transport Services:

**Includes toll drivers' fee, meals and accommodation, parking and entrance fees and boat rides to/from Sumilon Island*

DAY	TYPE	QUANTITY	ROUTE/REMARKS
December 13, 2022 (Day 1)	Van and/or Boat	2 Vans and/or 1 Boat	<ul style="list-style-type: none"> Transfer from international arrival area to domestic departure area Transfer Mactan-Cebu International Airport to Mactan for lunch Transfer from Mactan to Sumilon for check-in
December 14, 2022 (Day 2)			<ul style="list-style-type: none"> Transfer for half-day tour in Oslob Transfer from hotel to tour proper (Sumilon Sandbar, lighthouse, caves, etc)
December 15, 2022 (Day 3)			<ul style="list-style-type: none"> Transfer from Sumilon to Mactan Lunch along the way or Mactan proper, pasalubong shopping
December 16, 2022 (Day 4)			<ul style="list-style-type: none"> Transfer for whole day tours and inspection in Cebu and Mactan City
December 17, 2022 (Day 5)			<ul style="list-style-type: none"> Airport transfer in Mactan, Cebu Airport transfer in Manila and shopping in Manila

F. Tours and hotel/resort inspections

1. *Sumilon Tour - Sumilon sandbar; swimming, snorkeling, kayaking with lunch at the sandbar, visit the lighthouse and/or one of the caves in Sumilon*

2. *Oslob Whaleshark watching*

3. *Running tour of Baluarte Ruins, Cuartel Ruins and Immaculate Conception Church*

4. *Visit pasalubong shopping, tour of Mactan Shrine*

5. *Ocular of properties in Mactan*

**Provision of English or Vietnamese-speaking coordinator/ tour guide/s in every tour/activity*

**Provision of refreshments and cold towels inside the vehicle during the tours*

PROPOSED ITINERARY		
DATE	ACTIVITY	REMARKS
26 February 2023 (Day 1)	0530H arrival in Manila from Saigon Breakfast upon arrival 0920H departure to Cebu 1050H arrival in Cebu and lunch at a local restaurant in Mactan Check-in at the resort Overnight in Sumilon	
27 February 2023 (Day 2)	AM – visit the Sumilon sandbar; swimming, snorkeling, kayaking Lunch at the sandbar (packed) Back to the resort; freshen up PM Tour Dinner at the resort Overnight in Sumilon	Tour: Visit the lighthouse and/or one of the caves in Sumilon
28 February 2023 (Day 3)	Oslob Whaleshark watching Back to the resort; freshen up Check-out, proceed to Mactan (5hrs land and sea travel) Lunch along the way or at Mactan proper Pasalubong Shopping and tour of Mactan Shrine Check-in at the resort Dinner at a local restaurant (or other resort) Overnight in Mactan	Can include running tour of Baluarte Ruins, Cuartel Ruins, Immaculate Conception Church
01 March 2023 (Day 4)	AM – Ocular of properties in Mactan Lunch in one of the properties Back at the resort; freshen up Tour proper	Tour: Magellan's Cross, Fort San Pedro, Casa Gorordo Museum, Profood Factory and Mango Museum, Guitar Factory, etc)

	Dinner at the resort Overnight in Mactan	
02 March 2023 (Day 5)	0830H Check-out, proceed to Mactan Airport 1030H departure for Manila 1200H ETA Manila, lunch at a local restaurant Proceed to MOA or SM Makati-Glorietta-Greenbelt for shopping Dinner at a local restaurant 1900H transfer to airport 2235H departure for Saigon	

G. Health Kits

**Provision of five (5) sets of health kits containing FDA-approved face masks, alcohol, tissue and disinfecting wipes*

H. Travel Insurance

**Provision of travel insurance for five (5) Vietnamese participants and must also cover COVID-19 (minimum of US\$35,000 coverage)*

IV. BUDGET

TOTAL BUDGET: PHP 962,100.00

Cost proposal must be submitted with an itemized breakdown.


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

Project expenses to be charged to the 2022 OPMD Work and Financial Plan – Market Development Division/Vietnam.

V. CONTACT PERSON

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