

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Support to Operations project (Site Inspection in SOCCSKSARGEN)
INCLUSIVE DATES	:	October 02 – 05, 2023

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the ASEAN markets, and to further develop the familiarization trips, the Philippine Department of Tourism (PDOT) pursues a Site Inspection in SOCCSKSARGEN on October 02 to 05, 2023, composed of two (2) OPMD-MDD representatives.

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 said inspection.

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 and ASEAN tour groups within the last 4 years and DOT Trade invitational from overseas within the last 5 years;
- C. Ground arrangement (inclusive of roundtrip domestic airline tickets, single-occupancy accommodation, tourist transport services with social distancing considerations, full board meals, and tour packages with activities, toll and entrance fees);
- D. Provision of a tour coordinator to assist guests throughout the travel period;
- E. Must allow flexible rebooking dates for flights and accommodation with minimal fees, if applicable;
- F. Provision of airport representative to assist guests upon arrival and departure in airport;
- G. Provision of hygiene kits for all participants;
- H. Must be willing to provide services on send-bill arrangement;

III. SCOPE OF WORK DELIVERABLES

- Ground arrangement for tour package, roundtrip domestic air tickets, environmental fees, portorage fees, roundtrip airport to seaport transfers, equipment/gear/boat rental as needed, service of DOT-accredited tour guides, single-occupancy accommodation inclusive of daily breakfast, full board meals (breakfast, lunch, and dinner);
- Provision of hygiene kits for all 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. Domestic Air Tickets

**Provision of roundtrip domestic air tickets with check-in baggage for all participants*

**Must be rebookable/refundable with minimal fees, if applicable*

Number of pax	Travel Dates	Route	Class	Baggage Allowance
2	October 02, 2023	Manila to General Santos (0650H departure)	Economy Class	20kgs

	October 05, 2023	General Santos to Manila (1610H departure)		
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B. Accommodation

**Provision of hotel accommodation with daily breakfast for all participants*

Check-in Dates	Location	Hotel	Number of Rooms	Room Type
October 02 to 05, 2023 (4D/3N)	General Santos City	DOT-accredited accommodation based on EO 77	1 Room	Twin-Sharing

C. Full Board Meals

Date	Type	Number of Pax	Remarks
October 02, 2023 (Day 1)	Lunch	2 pax	Lunch at a local restaurant with one round of drink based on EO 77
	Dinner		Dinner at a local restaurant with one round of drink based on EO 77
October 03, 2023 (Day 2)	Dinner	5 pax	Dinner at a local restaurant <i>with one round of drink</i> based on EO 77
October 04, 2023 (Day 3)	Lunch	2 pax	Lunch at a local restaurant with one round of drink based on EO 77
	Dinner		Dinner at a local restaurant with one round of drink based on EO 77
October 05, 2023 (Day 4)	Lunch		Lunch at a local restaurant with one round of drink based on EO 77
	Dinner		Dinner at a local restaurant with one round of drink based on EO 77

D. Tours

**Must include entrance and activity fees, transportation, toll and gas fees if applicable*

DAY	ACTIVITY
October 02, 2023 (Day 1)	Asik-Asik Falls, Grand Mosque, White Mosque, Pink Mosque, Sultan Kudarat Provincial Capitol, Cotabato City Hall, Dinner at Tiongson Arcade GenSan
October 03, 2023 (Day 2)	<i>Welcome Lake Sebu Arch, Punta Isla Lake Resort (with Lotus Boating, T'Boli Attire), SOX Paragliding Adventure Activity, Hikong Alu, Hikong Bente, 7 Falls Zipline and T'Boli Attire Photo Op Activity, Lang Dulay Weaving Center, Divine Mercy Shrine, Lake Sebu, SG Farm, Tupi Kablon Fruit Stand, with lunch around the area</i>
October 04, 2023 (Day 3)	La Palmera Mountain Ridge, Pangandilan Falls (Rock Formation), Fetam Klego Underground River
October 05, 2023 (Day 4)	Tuna Fishport, Beach in Glan Sarangani Province, Sarangani Capitol

**Provision of tour coordinator/guide/s in every tour/activity, refreshments inside the vehicle during the tours And transfers to/from the airport/hotel*

E. Hygiene Kit

**Provision of two (2) hygiene kits for all participants containing hygiene kit (pouch with 50ml alcohol spray bottle, handy pack tissue, biodegradable wipes, 10 pcs face masks); all items placed inside 1 eco-bag*

IV. BUDGET

TOTAL BUDGET: PHP 97,600.00

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 2023 Approved RWFP of the OPMD-MDD ASEAN.

V. CONTACT PERSON

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Noted by:

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