

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator
PROJECT TITLE	:	Familiarization Trip for the Spanish Tour Operators
PROJECT DURATION	:	November 21 to 28, 2023 (inclusive of travel time)

I. PURPOSE/OBJECTIVES

The familiarization trip ensures that key Spanish tour operator partners of the Department are well-informed with first-hand experience of the new and developed tourism circuits in the country and are provided a platform to engage with existing and prospective Philippine counterparts. The project aims to guarantee accurate information when promoting the country's tourism products and destinations in Spain.

In light of this, the Philippine Department of Tourism is in need of services of a local tour operator or travel agency in the Philippines specializing in providing tours and ground handling services for the familiarization trip involving four (4) partners from Spain and is proposed to take place from November 21 to 28, 2023.

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism
- B. Must have handled DOT foreign familiarization tours or groups within the last four (4) years. Specialization in handling European tour groups is an advantage
- C. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps)
- D. Must be willing to provide services on send-bill arrangement

III. SCOPE OF WORK DELIVERABLES

- A. Roundtrip international and domestic air tickets with appropriate baggage allowances;
- B. Tourist transport services (inclusive of professional driver fees, drivers' meals and applicable parking and toll fees);
- C. Full board meals (lunch and dinner) and snacks;
- D. Ground arrangements for the guided tours and experiences such as: ferry transfers, roundtrip airport and sea transfers with provisions for transportation of luggage, entrance and environmental fees, portorage fees, and equipment/gear/boat rental fees;
- E. DOT-accredited tour guides for the entire trip;
- F. Provision of participant's tour kit and guidebook that includes the itinerary with description of destinations to be visited, contact details, and other useful information; and
- G. Provision of domestic travel insurance for four (4) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

Components:

A. International Air Tickets and Domestic Air Tickets (Economy-class)

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

Date (TBC)	Number of pax	Route	Baggage Allowance
November 21, 2023	4	Madrid – Manila (arrival on 22 November)	30 kgs
November 24, 2023	4	Manila – Dumaguete (ETD 0840 H)	20 kgs
November 28, 2023	4	Dumaguete – Manila (ETD 1005 H)	20 kgs
November 28, 2023	4	Manila – Madrid (evening departure)	30 kgs

B. Meals

**To be advised if there's any food and dietary restrictions of the participants*

Date	Type	No. of Pax	Remarks
November 22	Dinner	4	Set dinner with 1 round of drinks
November 23	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Dinner reception for invited guests
November 24	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 25	Lunch	4	Island lunch with drinks
	Dinner	4	Set dinner with 1 round of drinks
November 26	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 27	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 rounds of drinks
November 28	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks

C. Tourist Transport Services

1. Provision of tourist transport services (land and sea) for Manila, Dumaguete, and Siquijor within the prescribed dates.
2. All transport services should include drivers, toll, parking, and entrance fees.
3. Unutilized tickets, if any, must not be charged to the DOT and be excluded from the final billing

Date	Type & Quantity	Route / Remarks
November 22	2 vans	Manila - NAIA to hotel in Pasay: 2 vans (one passenger van; one luggage van)
November 23	1 van	Manila - Hop-On/Hop-Off tour pick-up and drop-off points - Pick-up and drop-off for reception dinner
November 24	4 vans	Manila - Hotel in Pasay to NAIA: 2 vans (one passenger van; one luggage van) Dumaguete - Dumaguete Airport to hotel & Dumaguete day tour to hotel: 2 vans (one passenger van whole-day use; one luggage van half-day use)
November 25	1 van & 1 boat	Apo Island Tour & Resort inspections - Resort to Malatipay/Dauin Port & resort inspection transfers to hotel (one passenger van) - Apo island hopping tour (one boat)
November 26	Ferry transfer tickets for 4 pax	Dumaguete to Siquijor Ferry Transfer 0720 H – 0800 H via Oceanjet (OJ501); Business class
November 26	4 vans	Dumaguete - Hotel to Dumaguete port: 2 vans (one passenger van; one luggage van)

		Siquijor - Siquijor port to resort & Siquijor day tour: 2 vans (one passenger van whole-day use; one luggage van half-day use)
November 27	1 van	Siquijor - Resort to Tubod Marine Sanctuary (one passenger; half-day use)
November 28	Ferry transfer tickets for 4 pax	Siquijor to Dumaguete Ferry Transfer 0600 H – 0640 H via Oceanjet (OJ301); Business class
November 28	6 vans	Siquijor - Resort to Siquijor port: 2 vans (one passenger van; one luggage van) Dumaguete - Dumaguete port to city/airport: 2 vans (one passenger van; one luggage van) Manila - NAIA to Okada Manila to NAIA: 2 vans (one passenger van; one luggage van)

D. Tours

**Provision of services of an English or Spanish-speaking coordinator/ tour guide/s in every tour/activity*

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

DAY	ACTIVITY
November 23	Hop-On/Hop-Off Manila Heritage Tour
November 24	Whole-day Dumaguete City and Twin Lakes Natural Park Tour
November 25	Half-day Apo Island Tour (island hopping and discover scuba diving) Wellness/spa treatments in Dumaguete resort
November 26	Whole-day Siquijor tour
November 27	Island hopping and site inspections

E. Hygiene Kit

Provision of four (4) hygiene kits for all participants containing one (1) hand towel, one (1) 60mL alcohol, one (1) antibacterial wipes, and one (1) pack of facial tissue, all items placed inside 1 travel pouch

F. Farewell Token

Provision of four (4) tokens that exhibits Filipino culture (for example: local handicrafts, bamboo tumbler, desk calendar, pouch organizers)

G. Travel Insurance

Provision of domestic travel insurance for four (4) participants covering medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began in the Philippines until the last day of stay in the Philippines.

IV. BUDGET


TOTAL BUDGET: PHP 995,000.00 (charged to 2023 RWFP of OPMD MDD – Spain)

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.

In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

V. CONTACT PERSON


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Noted by:


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