

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator
PROJECT TITLE	:	French Media Familiarization Tour
PROJECT DURATION	:	November 08 to 18 (Bloggers) and November 20 to 30, 2023 (Press)

I. PURPOSE/OBJECTIVES

The familiarization trip ensures that French media 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 among the French market.

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) bloggers and three (3) press representatives from France and is proposed to take place on November 08 to 18 (blogger) and November 20 to 30, 2023 (press).

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. Tourist transport services (inclusive of professional driver fees, drivers' meals and applicable parking and toll fees);
- B. Full board meals;
- C. Ground arrangements for the guided tours and experiences such as: ferry transfers, sea transfers with provisions for transportation of luggage, entrance and environmental fees, portage fees, and equipment/gear/boat rental fees;
- D. DOT-accredited tour guides for the entire trip;
- E. 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
- F. Provision of domestic travel insurance for a total of seven (7) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

Components:

A. Ferry Transfers

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

Date (TBC)	Number of pax	Route
Group 1: Bloggers		
November 11, 2023	4	Cebu – Bohol (via Oceanjet ETD 0920 H)
November 14, 2023	4	Bohol to Siquijor (via Oceanjet ETD 1520 H)
November 17, 2023	4	Siquijor – Bohol (via Oceanjet ETD 0820 H)

Group 2: Press representatives		
November 23, 2023	3	Cebu – Bohol (via Oceanjet ETD 0920 H)
November 26, 2023	3	Bohol to Siquijor (via Oceanjet ETD 1520 H)
November 23, 2023	3	Siquijor – Bohol (via Oceanjet ETD 0820 H)

B. Accommodation

**Provision of single-occupancy hotel accommodation with daily breakfast for all the participants including the DOT representative;*

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

Check-in (TBC)	Location	Hotel	Number of rooms
Group 1: Bloggers			
November 9 – 11 (2 nights)	Mactan, Cebu	4 to 5-star or similar DOT-accredited accommodation	4 bloggers
November 11 – 14 (3 nights)	Panglao, Bohol		4 bloggers
November 14 – 17 (3 nights)	Siquijor		4 bloggers
Group 2: Press representatives			
November 21 – 23 (2 nights)	Mactan, Cebu	4 to 5-star or similar DOT-accredited accommodation	3 press representatives
November 23 – 26 (3 nights)	Panglao, Bohol		3 press representatives
November 26 – 29 (3 nights)	Siquijor		3 press representatives

C. Meals

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

Date	Type	No. of Pax	Remarks
Group 1: Bloggers			
November 9	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 10	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 11	Breakfast	4	Set breakfast with 1 round of drinks
	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 rounds of drinks
November 12	Lunch	4	River cruise lunch buffet
	Dinner	4	Set dinner with 1 round of drinks
November 13	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 14	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 15	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 16	Lunch	4	Set lunch with 1 round of drinks
	Dinner	4	Set dinner with 1 round of drinks
November 17	Breakfast	4	Set breakfast with 1 round of drinks
	Lunch	4	Set lunch with 1 round of drinks

Date	Type	No. of Pax	Remarks
Group 2: Press representatives			
November 21	Lunch	3	Set lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 round of drinks
November 22	Lunch	3	Island lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 round of drinks
November 23	Breakfast	3	Set breakfast with 1 round of drinks
	Lunch	3	Set lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 rounds of drinks
November 24	Lunch	3	River cruise lunch buffet
	Dinner	3	Set dinner with 1 round of drinks
November 25	Lunch	3	Set lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 round of drinks
November 26	Lunch	3	Set lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 round of drinks
November 27	Lunch	3	Set lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 round of drinks
November 28	Lunch	3	Set lunch with 1 round of drinks
	Dinner	3	Set dinner with 1 round of drinks
November 29	Breakfast	3	Set breakfast with 1 round of drinks
	Lunch	3	Set lunch with 1 round of drinks

D. Tourist Transport Services

1. Provision of tourist transport services (land and sea) for Cebu, Bohol, 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
Group 1: Bloggers		
November 9	1 van	Cebu - Airport to hotel transfer - Cebu city and highland tour
November 10	1 van & 1 boat	Cebu - Island hopping pick-up and drop off - Island hopping tour
November 11	2 vans	Cebu - Bohol - Hotel/resort to pier transfer in Cebu - Pier to hotel/resort transfer in Bohol - Bohol Town tour
November 12	1 van	Bohol - Bohol countryside tour
November 13	1 van & 1 boat	Bohol - Island hopping pick-up and drop off - Island hopping tour - Bohol countryside tour
November 14	2 vans	Bohol - Siquijor - Hotel/resort to pier transfer in Bohol - Pier to hotel/resort transfer in Siquijor
November 15	1 van	Siquijor - Siquijor tour

November 16	1 van	Siquijor - Siquijor tour
November 17	1 van	Siquijor – Bohol – Cebu - Pier transfers (Siquijor, Bohol, and Cebu) - Pier to airport transfers (Cebu)

Date	Type & Quantity	Route / Remarks
Group 2: Press representatives		
November 21	1 van	Cebu - Airport to hotel transfer - Cebu city and highland tour
November 22	1 van & 1 boat	Cebu - Island hopping pick-up and drop off - Island hopping tour
November 23	2 vans	Cebu - Bohol - Hotel/resort to pier transfer in Cebu - Pier to hotel/resort transfer in Bohol - Bohol Town tour
November 24	1 van	Bohol - Bohol countryside tour
November 25	1 van & 1 boat	Bohol - Island hopping pick-up and drop off - Island hopping tour - Bohol countryside tour
November 26	2 vans	Bohol - Siquijor - Hotel/resort to pier transfer in Bohol - Pier to hotel/resort transfer in Siquijor
November 27	1 van	Siquijor - Siquijor tour
November 28	1 van	Siquijor - Siquijor tour
November 29	1 van	Siquijor – Bohol – Cebu - Pier transfers (Siquijor, Bohol, and Cebu) - Pier to airport transfers (Cebu)

E. Tours and Activities

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

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

DAY	ACTIVITY
Group 1: Bloggers	
November 9	Cebu city tour
November 10	Moalboal tour & wellness/spa treatment experience
November 11	Bohol tour half-day tour
November 12	Bohol tour whole day tour
November 13	Bohol countryside tour and Balicasag island hopping
November 15	Siquijor whole day tour
November 16	Siquijor half-day tour

DAY	ACTIVITY
Group 2: Press representatives	
November 21	Cebu city tour
November 22	Moalboal tour & wellness/spa treatment experience
November 23	Bohol tour half-day tour
November 24	Bohol tour whole day tour
November 25	Bohol countryside tour and Balicasag island hopping
November 27	Siquijor whole day tour
November 28	Siquijor half-day tour

F. Giveaways

Provision of seven (7) giveaways that exhibits Filipino culture (for example: local handicrafts, bamboo tumbler, desk calendar, pouch organizers)

G. Health Kits

Provision of seven (7) 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

H. Travel Insurance

Provision of domestic travel insurance for seven (7) 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 800,000.00 (charged to 2023 RWFP of OPMD MDD – France)

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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