

## TECHNICAL SPECIFICATIONS

<b>BIDDER</b>	:	Tour Operator / Ground Handling Services
<b>PROJECT TITLE</b>	:	Italian Familiarization Trip
<b>INCLUSIVE DATES</b>	:	November 21 to 29, 2023 (inclusive of travel time)

### I. BACKGROUND

In line with the Department's objectives to sustain its presence in Italy, an opportunity market country, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Tour for the Italian market in Manila, Bohol, and Siargao, from November 22 to 28, 2023, composed of five (5) Italian participants, and (1) DOT representative.

The project aims to familiarize the travel trade participants with the new and developed tourism circuits in Manila, Bohol, and Siargao so the stakeholders can better sell these products in the Italian market. This entails an immersion in key destinations, facilities, services, and experiences, including: hotels/resorts, tour activities, restaurants, and travel industry service providers.

Hence, the Department is in need of the services of a local tour operator or travel agency in the Philippines engaged in the business of ground handling and tour services in line with the upcoming Familiarization Tour for Italian participants.

### 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 Italian 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 air tickets, 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. Single-occupancy accommodation inclusive of daily breakfast;
- D. Full board meals (lunch and dinner) and snacks;
- E. 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, portage fees, and equipment/gear/boat rental fees;
- F. DOT-accredited tour guides for the entire trip;
- G. 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
- H. Provision of domestic travel insurance for the five (5) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

### COMPONENTS:

#### A. International and Domestic Flights

*\*Dates and flights are subject to changes depending on its availability*

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

Number of pax	Date (TBC)	Route	Baggage Allowance
5 (participants)	November 21 & November 28	Milan – Taipei - Manila Manila – Taipei - Milan	With at least 25kg luggage allowance
6 (participants & OPMD rep)	November 24	Manila - Tagbilaran	With at least 25kg luggage allowance
6 (participants & OPMD rep)	November 26	Cebu - Siargao	With at least 25kg luggage allowance

6 (participants & OPMD rep)	November 28	Siargao - Manila	With at least 25kg luggage allowance
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### B. Accommodation

*\*Provision of single-occupancy hotel accommodation with daily breakfast for all of 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	Room Type	Number of rooms
November 22-23, 2023 (2N) Check-out date: November 24, 2023	Manila	4 to 5-star or similar DOT-accredited accommodation	Single-Occupancy	5 rooms (5 Italian participants)
November 26-27, 2023 (2N) Check-out date: November 28, 2023	Siargao			

### C. Meals

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

Date	Type	Remarks
November 22, 2023 (Day 1)	Lunch	Lunch at the hotel upon arrival for 5 Italian delegates <i>*With one round of drinks</i>
	Dinner	Dinner at a local restaurant in Manila <i>*With one round of drinks</i>
November 24, 2023 (Day 3)	Dinner	Dinner at a local restaurant in Bohol <i>*With one round of drinks</i>
November 25, 2023 (Day 4)	Dinner	Dinner at a local restaurant in Bohol <i>*With one round of drinks</i>
November 26, 2023 (Day 5)	Lunch	Lunch at a local restaurant in Cebu <i>*With one round of drinks</i>
	Dinner	Dinner at a local restaurant in Siargao <i>*With one round of drinks</i>
November 27, 2023 (Day 6)	Lunch	Lunch at a local restaurant in Siargao <i>*With one round of drinks</i>
	Dinner	Dinner at a local restaurant in Siargao <i>*With one round of drinks</i>
November 28, 2023 (Day 7)	Lunch	Lunch at a local restaurant in Manila

### D. Tourist Transport Services:

*\*Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Manila, Bohol, Siargao roundtrip airport transfers, and bottled water onboard*

DAY	ROUTE	REMARKS
November 22, 2023 (Day 1)	<b>Airport – Hotel</b> <i>Estimated hours needed for rent: 1</i>	Extra van needed for baggage
November 23, 2023 (Day 2)	<b>Hotel - Tour Venue</b> <i>Estimated hours needed for rent: 1</i> <b>Hotel - Dinner Venue - Resort</b> <i>Estimated hours needed for rent: 3</i>	
November 24, 2023 (Day 3)	<b>Hotel – Airport</b> <i>Estimated hours needed for rent: 1</i> <b>Dinner Venue – Bohol Resort - Resort</b> <i>Estimated hours needed for rent: 1</i>	Extra van needed for baggage

November 25, 2023 (Day 4)	<b>Resort – Tour Venue Jump-off Point</b> <i>Estimated hours needed for rent: 1</i> 1 <b>Resort – Dinner Venue - Resort</b> <i>Estimated hours needed for rent: 3</i>	
November 26, 2023 (Day 5)	<b>Resort – Pier – Cebu Airport</b> <i>Estimated hours needed for rent: 3</i> 2 <b>Siargao Airport – Siargao Resort</b> <i>Estimated hours needed for rent: 1</i> 2 <b>Resort – Dinner Venue – Resort</b> <i>Estimated hours needed for rent: 3</i> 1	Extra van needed for baggage
November 27, 2023 (Day 6)	<b>Resort – Tour Venue Jump-off Point</b> <i>Estimated hours needed for rent: 1</i> 1 <b>Tour End Point - Resort – Dinner Venue – Resort</b> <i>Estimated hours needed for rent: 5</i>	
November 28, 2023 (Day 7)	<b>Resort – Tour Venue Jump-off Point</b> <i>Estimated hours needed for rent: 1</i> 1 <b>Tour End Point - Resort – Dinner Venue - Resort</b> <i>Estimated hours needed for rent: 8</i>	
November 29, 2023 (Day 8)	<b>Resort – Siargao Airport</b> <i>Estimated hours needed for rent: 1</i> 2	Extra van needed for baggage

#### E. Tours and Activities

*\*Provision of Italian-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, 2023 (Day 2)	Manila City Tour
November 24, 2023 (Day 3)	Bohol Countryside Tour
November 25, 2023 (Day 4)	Bohol Island and Cruise Tour
November 27, 2023 (Day 6)	Siargao Island Hopping

#### F. Travel Insurance

Provision of travel insurance for five (5) participants covering medical treatments including COVID-19 related claims, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary.

#### IV. BUDGET

**TOTAL BUDGET: PHP 711,364.84**

**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 OPMD-MDD RWFP 2023.

V. CONTACT PERSON

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