

## TECHNICAL SPECIFICATIONS

**BIDDER** : Tour Operator / Ground Handling Services  
**PROJECT TITLE** : M5 World Championship 2023 – Media Tour  
**INCLUSIVE DATES** : December 14-15, 2023

### I. BACKGROUND

In line with the Department's initiatives to promote and support the sports tourism, the Philippine Department of Tourism (PDOT) through the Office of Film and Sports Tourism (OFST) pursues a Media Tour for the M5 World Championship 2023 Media for December 14-15, 2023 composed of fifty (50) Media participants in total.

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 Media Day Tour.

### II. MINIMUM REQUIREMENTS:

- Must be accredited by the Department of Tourism;
- Must have handled DOT domestic and ASEAN tour groups within the last 4 years and DOT media invitational from overseas within the last 5 years;
- Specialization in handling Asian tourists is an advantage.
- Must be willing to provide services on send-bill arrangement.

### III. SCOPE OF WORK DELIVERABLES

- Ground arrangement for day tour package inclusive of environmental/entrance fees, service of DOT-accredited English speaking tour guides, lunch and snacks for the participants;
- Bus/ Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees)
- Must be capable of advancing hospital bills of injured participant (if any) whenever required and within the prescribed insurance provisions;

#### COMPONENTS:

##### A. Meals

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

Date	Type	Number of Pax	Remarks
December 14-15, 2023	Lunch	50 pax <i>*total number</i>	Lunch at a local restaurant in Manila with one round of drink
	Snacks		Filipino Food Snacks

##### B. Tourist Transport Services:

*\*Includes toll drivers' fee, parking and entrance fees and meals*

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

DAY	TYPE	QUANTITY	ROUTE/REMARKS
December 14-15, 2023	Bus	1 Bus per day	Hotel Transfer from Seda Vertis North Hotel (Quezon City) proceed to Old Manila Heritage Tour

### C. Tours

DAY	ACTIVITY	INCLUSIONS
December 14-15, 2023	Old Manila Heritage Tour with Food crawl	<ul style="list-style-type: none"><li>● All applicable fees</li><li>● Lunch and Snacks</li><li>● Hotel and Tour Transfers</li><li>● English Speaking Tour Guide</li><li>● Bottled Water</li></ul>

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

*\*Provision of refreshments inside the vehicle during the tours*

### IV. BUDGET

The total budget for this project is **Php 174,950.00 (ONE HUNDRED SEVENTY-FOUR THOUSAND NINE HUNDRED FIFTY PESOS)** inclusive of all applicable taxes and should cover all requirements enumerated above. The 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 RWFP New Product - Office of Film and Sports Tourism

### V. CONTACT PERSON

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**Noted by:**

**ROBERTO P. ALABADO III**  
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