

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator
PROJECT TITLE	:	Swiss Familiarization Tour
PROJECT DURATION	:	November 1-5, 2023

I. PURPOSE/OBJECTIVES

The familiarization trip ensures that Swiss 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 Switzerland.

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 two (2) partners from Switzerland and is proposed to take place from November 1 to November 5, 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 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: 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 two (2) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines.

Components:

A. Domestic Air Tickets (Economy-class)

** Utilized 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 1, 2023	2	Manila – El Nido/Puerto Princesa (early morning departure)	20 kgs
November 5, 2023	2	El Nido/Puerto Princesa – Manila (early morning departure)	20 kgs

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	Number of rooms
November 1 – 3 (2 nights)	El Nido, Palawan	4 to 5-star or similar DOT-accredited accommodation	2 Swiss participants
November 5 (wash-up room only)	Puerto Princesa, Palawan		2 Swiss participants

C. Meals

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

Date	Type	No. of Pax	Remarks
November 1	Breakfast	2	Set breakfast with 1 round of drinks
	Lunch	2	Set lunch with 1 round of drinks
	Dinner	2	Set dinner with 1 round of drinks
November 2	Lunch	2	Island lunch set-up with 1 round of drinks
	Dinner	2	Set dinner with 1 round of drinks
November 3	Lunch	2	Island lunch with drinks
	Dinner	2	Set dinner with 1 round of drinks
November 4	Lunch	2	Island lunch set-up with 1 round of drinks
	Dinner	2	Set dinner with 1 rounds of drinks
November 5	Breakfast	2	Set breakfast with 1 round of drinks
	Lunch	2	Set lunch with 1 round of drinks
	Dinner	2	Set dinner with 1 round of drinks

D. Tourist Transport Services

1. Provision of tourist transport services (land and sea) for Palawan 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 1	1 van	El Nido, Palawan - El Nido to San Vicente and San Vicente town transfers - El Nido town transfers
November 2	1 van & 1 boat	El Nido, Palawan - Town tour/transfer - El Nido island hopping tour
November 3	1 van & 1 boat	El Nido and San Vicente, Palawan - El Nido and San Vicente town transfer - San Vicente beach tour
November 4	1 van & 1 boat	San Vicente, Palawan - Pick-up and drop-off - Port Barton Tour
November 5	1 van	El Nido to Puerto Princesa, Palawan - El Nido to Puerto Princesa town transfer - Pick-up and drop-off for underground river tour and Puerto Princesa airport

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
November 1	El Nido town tour
November 2	El Nido island hopping Nightlife in El Nido
November 3	San Vicente Tour
November 4	Port Barton Tour
November 5	Puerto Princesa Underground River

F. Travel Insurance

Provision of domestic travel insurance for two (2) 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 304,938.58

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

Contact Person : JAY S. DE GUZMAN
Contact Details : dot4b.bacsecretariat@gmail.com