

## TECHNICAL SPECIFICATIONS

**BIDDER** : Tour Operator / Ground Handling Services  
**PROJECT TITLE** : Türkiye Familiarization Trip  
**INCLUSIVE DATES** : November 22 to 27, 2023

### I. BACKGROUND

In line with the Department's objectives to sustain its presence in Turkey, an opportunity market country, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Tour for the Turkey market in Manila and Coron, from November 22 to 27, 2023, composed of four (4) Turkish Trade participants, and (1) DOT Head Office representative.

The project aims to familiarize the travel trade participants with the new and developed tourism circuits in Manila and Coron, so they stakeholders can better sell these products in the Turkish 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 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 Turkish Trade 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 Turkish 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

- Provision of roundtrip international and domestic air tickets with appropriate baggage allowances (20kgs for international and domestic flights for international guests, and 15 kgs for OPMD officer);
- Ground arrangement for tour package to include single-occupancy accommodations of participants, meals, guided tours and culinary experiences, land (and sea) transfers (inclusive of professional driver fees, drivers' meals and applicable toll fees), environmental fees, portorage fees, airport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides;
- Provision of participant's tour kit and guidebook that includes itinerary, contact details, and description of destinations; and
- 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 and Domestic Flights

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

| Number of pax               | Date (TBC)        | Route             | Remarks   |
|-----------------------------|-------------------|-------------------|---|
| 4 (participants)            | November 21, 2023 | Istanbul - Manila | With at least 20kg luggage allowance                  |
| 5 (participants & OPMD rep) | November 24, 2023 | Manila - Busuanga | With at least 20kg luggage allowance                  |
| 5 (participants & OPMD rep) | November 27, 2023 | Busuanga - Manila | With at least 20kg luggage allowance for participants |

|                  |                   |                   |   |
|------------------|-------------------|-------------------|---|
| 4 (participants) | November 27, 2023 | Manila - Istanbul | With at least 20kg luggage allowance for participants |
|------------------|-------------------|-------------------|---|

#### 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) | Manila   | 4 to 5-star or similar DOT-accredited accommodation | Single-Occupancy | 4 rooms (4 Turkish participants) |
| November 24-26, 2023 (3N) | Coron    |   |                  |                                  |

#### C. Meals

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

| Date                      | Type   | Recipient/s                    | Remarks  |
|---------------------------|--------|--------------------------------|--|
| November 22, 2023 (Day 1) | Dinner | 4 pax (4 Turkish participants) | Dinner at the hotel upon arrival for 4 Turkish delegates<br><i>*With one round of drinks</i> |
| November 23, 2023 (Day 2) | Lunch  |                                | Lunch at a local restaurant in Manila<br><i>*With one round of drinks</i>                    |
|                           | Dinner |                                | Dinner reception<br><i>*With one round of drinks</i>   |
| November 24, 2023 (Day 3) | Lunch  |                                | Lunch at a local restaurant at the resort<br><i>*With one round of drinks</i>                |
|                           | Dinner |                                | Dinner at a local restaurant in Coron<br><i>*With one round of drinks</i>                    |
| November 25, 2023 (Day 4) | Dinner |                                | Dinner at a local restaurant in Coron<br><i>*With one round of drinks</i>                    |
| November 26, 2023 (Day 5) | Lunch  |                                | Lunch at a local restaurant in Manila<br><i>*With one round of drinks</i>                    |
|                           | Dinner |                                | Dinner at a local restaurant in Manila<br><i>*With one round of drinks</i>                   |
| November 27, 2023 (Day 6) | Lunch  |                                | Packed lunch at Busuanga airport   |
|                           | Dinner |                                | Dinner at a local restaurant in Manila<br><i>*With one round of drinks</i>                   |

#### D. Tourist Transport Services:

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

| DAY                       | ROUTE  | REMARKS                |
|---------------------------|--|------------------------|
| November 22, 2023 (Day 1) | <b>Airport – Manila Hotel</b><br><i>Estimated hours needed for rent: 1</i> | Additional luggage van |

|                              |  |                         |
|------------------------------|--|-------------------------|
| November 23, 2023<br>(Day 2) | <b>Hotel - Tour Venue Jump-off Point</b><br><i>Estimated hours needed for rent: 1</i><br><b>Tour End Point - Hotel - Dinner Venue - Hotel</b><br><i>Estimated hours needed for rent: 5</i>   |                         |
| November 24, 2023<br>(Day 3) | <b>Hotel - Airport</b><br><i>Estimated hours needed for rent: 1</i><br><b>Busuanga Airport – Coron Resort</b><br><i>Estimated hours needed for rent: 1</i><br><b>Resort – Dinner Venue – Resort</b><br><i>Estimated hours needed for rent: 3</i> | Additional luggage vans |
| November 25, 2023<br>(Day 4) | <b>Resort – Tour Venue Jump-off Point</b><br><i>Estimated hours needed for rent: 1</i><br><b>Resort – Dinner Venue – Resort</b><br><i>Estimated hours needed for rent: 3</i>   |                         |
| November 26, 2023<br>(Day 5) | <b>Resort – Tour Venue Jump-off Point</b><br><i>Estimated hours needed for rent: 1</i><br><b>Resort – Wellness Spa – Dinner Venue - Resort</b><br><i>Estimated hours needed for rent: 5</i>  |                         |
| November 27, 2023<br>(Day 6) | <b>Resort – Busuanga Airport</b><br><i>Estimated hours needed for rent: 1</i><br><b>Manila Airport – Manila Hotel Inspections – Airport</b><br><i>Estimated hours needed for rent: 5</i>   | Additional luggage vans |

#### E. Tours and Activities

*\*Provision of Turkish-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<br>(Day 2) | Manila City Tour                   |
| November 24 (Day 3)    | Half-Day Coron Town Tour           |
| November 25<br>(Day 4) | Coron Ultimate Island Hopping Tour |
| November 26<br>(Day 5) | Coron Island Escapade Tour         |
| November 26<br>(Day 5) | Wellness Spa Treatment in Coron    |

#### F. Health Kits

Provision of five (5) health kits with rubbing alcohol, antiseptic wipes, antiseptic solution, soap, tissue, face mask, elastic bandages, gauze pads.

#### G. Travel Insurance

Provision of travel insurance for four (4) 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.

**H. Giveaways**

Provision of four (4) reusable bamboo tumblers.

**IV. BUDGET**

**TOTAL BUDGET: PHP 988,922.61**

**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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**Noted by:**

  
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