

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator
PROJECT TITLE	:	Familiarization Trip for Media Representatives from Scandinavia and European Opportunity Markets
PROJECT DURATION	:	November 18 to 30, 2023

I. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) 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 Familiarization Trip for Media Representatives from Scandinavia and European Opportunity Markets which will be participated by four (4) delegates from Scandinavian and European Opportunity Markets and One (1) OPMD DOT representative to be implemented on November 18 to 30, 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. Provision of a tour coordinator to assist guests throughout the travel period and airport representative to assist guests upon arrival and departure in airport;
- D. A Danish, Norwegian or Swedish-speaking tour guide/coordinator is an advantage; and
- E. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);

III. SCOPE OF WORK DELIVERABLES

- Provision of roundtrip international and domestic air tickets with appropriate baggage allowances (30kgs for international and domestic flights for international guests, and 20 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 domestic travel insurance for four (4) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation and termination within the Philippines; and
- Provision of a tour coordinator to assist guests throughout the travel period and airport representative to assist guests upon arrival and departure in airport

Components:

A. International Air Tickets and Domestic Air Tickets

Date (TBC)	Number of pax	Route	Remarks
November 18, 2023	2 (invitees)	Copenhagen-Cebu	ETA: November 19, 2023 With 30kg luggage allowance
November 18, 2023	1 invitee	London – Cebu	ETA: November 19, 2023 With 30kg luggage allowance
November 19, 2023	1 (OPMD rep)	Manila-Cebu	With 20 kg luggage allowance for OPMD rep
November 20, 2023	4 (invitees & OPMD rep)	Cebu-Camiguin	With at least 30 kg luggage allowance for guests; With 20 kg luggage allowance for OPMD rep
November 21, 2023	1 invitee	Copenhagen - Manila	ETA: November 22, 2023 With at least 30 kg luggage allowance for guests <i>-Departure flight should not be earlier than 1330H and not later than 1700H of arrival, if possible</i>
November 22, 2023	4 (invitees & OPMD rep)	Camiguin-Manila	With at least 30 kg luggage allowance for guests; With 20 kg luggage allowance for OPMD rep
November 24, 2023	5 (invitees & OPMD rep)	Manila - Virac	With at least 30 kg luggage allowance for guests; With 20 kg luggage allowance for OPMD rep
November 29, 2023	5 (invitees & OPMD rep)	Naga-Manila	With at least 30 kg luggage allowance for guests; With 20 kg luggage allowance for OPMD rep
November 29, 2023	3 (invitees)	Manila-Copenhagen	ETA: November 30, 2023 With 30kg luggage allowance
December 2, 2023	1 (invitee)	Manila-Copenhagen	ETA: December 4, 2023 With 30kg luggage allowance

B. Accommodation

Accommodations (Single-occupancy room) on the following dates and destinations inclusive of daily breakfast

Check-in (TBC)	Location	Hotel	Room Type	Number of rooms
November 20-21, 2023 (2 nights)	Camiguin	Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating	Single-Occupancy	3 rooms (3 Scandinavian participants)
November 22-23, 2023 and November 29, 2023 (3 nights)	Manila	Scandinavia: 5-star or similar DOT-accredited accommodation or similar rating / closest rating	Single-Occupancy	4 rooms (4 Scandinavian participants)
November 24-26, 2023 (3 nights)	Caramoan	Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating	Single-Occupancy	4 rooms (4 Scandinavian participants)
November 27-28, 2023 (2 nights)	Naga	Scandinavia: 3 to 4-star or similar DOT-accredited accommodation or similar rating / closest rating	Single-Occupancy	4 rooms (4 Scandinavian participants)

C. Meals

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

Date	Type	No. of Pax	Remarks
November 19	Dinner	3*	Set dinner with 1 round of drinks
November 20	Lunch	3*	Set lunch with 1 round of drinks
	Dinner	3*	Set dinner with 1 rounds of drinks
November 21	Lunch	3*	Set lunch with 1 round of drinks
	Dinner	3*	Set dinner with 1 rounds of drinks
November 22	Lunch	4*	Set lunch with 1 round of drinks
November 23	Lunch	4*	Set lunch with 1 round of drinks
November 24	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 25	Lunch	4*	Set lunch with 1 round of drinks
	Dinner	4*	Set dinner with 1 rounds of drinks
November 26	Lunch	4*	Set lunch with 1 round of drinks
	Dinner	4*	Set dinner with 1 rounds of drinks
November 27	Lunch	4*	Set lunch with 1 round of drinks
	Dinner	4*	Set dinner with 1 rounds of drinks
November 28	Lunch	4*	Set lunch with 1 round of drinks
	Dinner	4*	Set dinner with 1 rounds of drinks
November 29	Lunch	4*	Set lunch with 1 round of drinks
	Dinner	4*	Set dinner with 1 rounds of drinks

* *Scandinavian participants*

D. Tourist Transport Services

1. Provision of tourist transport services for Cebu, Manila, Caramoan, Camiguin, and Naga tours within the prescribed dates.
2. Provision of the land and sea transfers on November 24 and 27, 2023
3. All transport services should include drivers, toll, parking, and entrance fees.
4. One van per day per destination

DAY	TRANSFER/REMARKS
November 19	Cebu: Airport to Hotel (1 van, Pick-Up and Drop-Off)
November 20	Cebu: Hotel to Lapu-Lapu City to Airport (1 van, Half-day use) Camiguin: Airport to Hotel (1 van, Pick-Up and Drop-Off use)
November 21	Hotel to Camiguin Tour to Hotel (1 van, Whole-day use)
November 22	Camiguin: Hotel – Airport (1 van, Pick-Up and Drop-Off use) Manila: Airport – Hotel – Makati Tour – Hotel (1 van, Whole-day use)
November 23	Hotel – Manila Tour – Hotel (1 van, Whole-day use)
November 24	Manila: Hotel – Airport (1 van, Pick-Up and Drop-Off) Virac: Airport – Codon Port (1 van, Half-day use) 1 boat: Codon Port – Caramoan Island (Resort)
November 25	Resort – Caramoan Tour – Resort (1 van, Whole-day use)
November 26	Resort – Caramoan Tour – Wellness experience at the resort – Resort (1 van, Whole-day use)
November 27	1 boat: Resort – Guijalo Port Naga: Port – Naga Tour – Hotel (1 van, Whole-day use)
November 28	Naga: Hotel – Naga Tour – Hotel (1 van, Whole-day use)
November 29	Naga: Hotel – Airport (1 van, Pick-Up and Drop-Off) Manila: Airport – Hotel – Airport (1 van, Whole-day use)

E. Tour Activities

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

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

DAY	ACTIVITY
November 21	Island Hopping Tour at Camiguin
November 22	Culinary Experience (food & beverage) at Makati City
November 25	Island Hopping Tour at Caramoan
November 26	Wellness experience at Caramoan
November 27	Visit the CamSur Watersports Complex / Explore CWC facilities
	Visit the Sonrisa Farm
November 28	Forest Survival Training (Naga City)

F. 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.

II. BUDGET
ROUND-OFF TOTAL BUDGET: PHP 982,000.00

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.

III. CONTACT PERSON

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Noted by:


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