

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Familiarization Tour for Scandinavian Tour Operators
INCLUSIVE DATES	:	November 22 to December 02, 2023

I. BACKGROUND

In line with the Department's objectives to sustain its presence in Scandinavia - Norway, Denmark, Sweden, and Finland – a region of opportunity market countries, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Tour for Scandinavian Tour Operators in Manila, Puerto Princesa, El Nido, and Cebu on November 22 to December 2, 2023, composed of five (5) Scandinavian participants, and (1) DOT Head Office representative from the Office of Product and Market Development (OPMD).

The project aims to familiarize the travel trade participants with the new and developed tourism circuits in Manila, Puerto Princesa, El Nido and Cebu so the stakeholders can better sell these products in the Scandinavian markets. 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 Trip for Scandinavian travel agents.

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 Finnish-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 (25kgs 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 parking and entrance fees, drivers' meals and applicable toll fees), environmental fees, portage 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 five (5) 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 and Domestic Flights

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

Number of pax	Date (TBC)	Route	Remarks
3 (participants)	November 21	Copenhagen - Manila	ETA: November 22 With at least 25kg luggage allowance
1 (participant)	November 21	Bergen - Oslo – Istanbul – Manila	ETA: November 22

	December 2	Cebu – Istanbul – Oslo - Bergen	With at least 25kg luggage allowance ETA: December 03 With at least 25kg luggage allowance
1 (participant)	November 22	Bangkok – Manila	With at least 25kg luggage allowance
	November 30	Cebu - Bangkok	With at least 25kg luggage allowance
6 (participants & OPMD rep)	November 24	Manila - Puerto Princesa	With at least 25kg luggage allowance for participants
6 (participants & OPMD rep)	November 29	El Nido - Cebu	With at least 25kg luggage allowance for participants
3 (participants)	December 2	Cebu – Copenhagen	ETA: December 03, 2023 With at least 25kg luggage allowance for participants
1 (OPMD rep)	December 2	Cebu - Manila	With at least 15kg luggage allowance

B. Accommodation

**Provision of single-occupancy hotel accommodation with daily breakfast for all the participants*

**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 22-24, (2 nights) Check-out date: November 24	Manila	4 to 5-star or similar DOT-accredited accommodation	4 Single-Occupancy and 1 Double-Occupancy	5 rooms (5 Scandinavian participants)
November 24-26, (2 nights) Check-out date: November 26	Puerto Princesa City, Palawan			
November 26-27 (1 night) Check-out date: November 27	Sabang, Palawan			

C. Meals

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

Date	Type	Recipient/s	Remarks
November 22 (Day 1)	Dinner	5 pax (5 Scandinavian participants)	Dinner at the hotel upon arrival for 5 Scandinavian delegates <i>*With one round of drink</i>
November 23 (Day 2)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in Manila <i>*With two rounds of drink</i>
November 24 (Day 3)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in Puerto Princesa / at the resort <i>*With one round of drink</i>
	Dinner		Dinner at a local restaurant in Puerto Princesa <i>*With one round of drink</i>

November 25 (Day 4)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in Puerto Princesa <i>*With one round of drink</i>
	Dinner		Dinner at a local restaurant in Puerto Princesa <i>*With one round of drink</i>
November 26 (Day)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in Puerto Princesa <i>*With one round of drink</i>
	Dinner		Dinner at a local restaurant in Sabang / at the resort <i>*With one round of drink</i>
November 27 (Day 6)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in El Nido / at the resort <i>*With one round of drink</i>
	Dinner		Buffet dinner at a local restaurant in El Nido <i>*With one round of drink</i>
November 28 (Day 7)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in El Nido <i>*With one round of drink</i>
	Dinner		Dinner at a local restaurant in El Nido <i>*With one round of drink</i>
November 29 (Day 8)	Lunch	5 pax (5 Scandinavian participants)	Lunch at a local restaurant in Cebu / at the resort <i>*With one round of drink</i>
	Dinner		Dinner at a local restaurant in Cebu / at the resort <i>*With one round of drink</i>
November 30 (Day 9)	Lunch	4 pax (4 Scandinavian participants)	Lunch at a local restaurant in Cebu
	Dinner		Dinner at the resort <i>*With one round of drink</i>
December 1 (Day 10)	Lunch	4 pax (4 Scandinavian participants)	Lunch at a local restaurant in Cebu <i>*With one round of drink</i>
	Dinner	4 pax (4 Scandinavian participants)	Dinner at another resort for property assessment <i>*With one round of drink</i>
December 2 (Day 11)	Lunch	4 pax (4 Scandinavian participants)	Lunch at a local restaurant in Cebu / at the resort

D. Tourist Transport Services:

**Includes drivers' fee, meals, accommodation, parking and entrance fees, daily pickups in Manila, Puerto Princesa (including Sabang and El Nido), and Cebu, roundtrip airport transfers, and bottled water onboard*

DAY	ROUTE	REMARKS
November 22 (Day 1)	Airport – Hotel <i>Total Quantity: 2 vans</i>	Additional luggage van for 3 participants arriving from Copenhagen Of the 2 vans, one will make an additional trip to pick up

		<p>participant arriving from Oslo at a separate time</p> <p>Of the 2 vans, another will make an additional trip to pick up participant arriving from Bangkok at a separate time</p>
November 23 (Day 2)	<p>Hotel - Tour Venue</p> <p>Tour End Point – Hotel – Dinner Venue – Hotel <i>Total Quantity: 1</i></p>	
November 24 (Day 3)	<p>Hotel – Airport</p> <p>Airport – Puerto Princesa City Resort – Dinner Venue - Resort <i>Total Quantity: 2</i></p>	Additional luggage vans
November 25 (Day 4)	<p>Puerto Princesa City Resort – Dinner Venue - Resort <i>Total Quantity: 1</i></p>	
November 26 (Day 5)	<p>Puerto Princesa City Resort – Sabang Tour Venue – Sabang Resort <i>Total Quantity: 2</i></p>	Additional luggage van
November 27 (Day 6)	<p>Sabang – El Nido</p> <p>El Nido Resort - Dinner Venue - Resort <i>Total Quantity: 2</i></p>	Additional luggage van
November 29 (Day 8)	<p>El Nido Resort – Airport</p> <p>Airport – Lunch – Cebu Resort <i>Total Quantity: 2</i></p>	Additional luggage van
November 30 (Day 9)	<p>Cebu Resort – Airport <i>Total Quantity: 1</i></p>	Participant flying back to Bangkok will depart earlier than the rest of the group
December 1 (Day 10)	<p>Cebu Resort – Dinner Venue - Resort <i>Total Quantity: 1</i></p>	
December 2 (Day 11)	<p>Cebu Resort – Airport <i>Total Quantity: 2</i></p>	Additional luggage van for 3 participants flying to Copenhagen
December 3 (Day 12)	<p>Cebu Resort – Airport <i>Total Quantity: 1</i></p>	<p>Participant flying back to Oslo will depart earlier than the rest of the group</p> <p>Departure from hotel past midnight for early morning flight</p>

E. Tours and Activities

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

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

DAY	ACTIVITY	TOUR INCLUSIONS	
		LUNCH	VAN
November 22 (Day 1)	Spa treatment at Manila hotel		
November 24 (Day 3)	Half-Day Puerto Princesa City Tour		✓
November 25 (Day 4)	Puerto Princesa Nature Trip <i>Options: Mt. Magarwak Sunrise Trek with Nagtabon Beach, Honda Bay Island Hopping</i>	✓	✓
November 26 (Day 5)	Underground River Tour	✓	
November 28 (Day 7)	El Nido Island Hopping <i>Options: Tour A, B, C, D or any combination of 2</i>	✓	
November 30 (Day 9)	Cebu Countryside Tour <i>Options: Alegria Canyoneering, Moalboal, Bohol Countryside Day Tour</i>	✓	✓
December 1 (Day 10)	Cebu City and Uphill Tour <i>Options: Cebu City and Uphill, Cebu and Mactan</i>	✓	✓
	Spa treatment at Cebu resort		

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 953,727.47

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

Contact Person : **MICHAEL TEODORO P. GEROCHI**
Address : Office of Product and Market Development
Market Development Division
5F The New DOT Building
351 Sen Gil Puyat Avenue, Brgy. Bel Air, 1200 Makati City
Email Address : mpgerochi@tourism.gov.ph

Noted by:

RAYMUND GLEN A. AGUSTIN
Chief Tourism Operations Officer
Market Development Division