

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator
PROJECT TITLE	:	Familiarization Tour for French Travel Trade
PROJECT DURATION	:	November 20 to 29, 2023

I. PURPOSE/OBJECTIVES

The familiarization trip ensures that French travel trade 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 the French market.

In light of this, the Philippine Department of Tourism is in need of the 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 six (6) travel trade from France and is proposed to take place on November 20 to 29, 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. Tourist transport services (inclusive of professional driver fees, drivers' meals, and applicable parking and toll fees);
- B. Full board meals;
- C. Ground arrangements for the guided tours and experiences such as ferry transfers, sea transfers with provisions for transportation of luggage, entrance and environmental fees, portage fees, and equipment/gear/boat rental fees;
- D. DOT-accredited tour guides for the entire trip;
- E. 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
- F. Provision of domestic travel insurance for a total of six (6) participants to cover possible medical claims (including COVID-19 related claims), trip cancellation, and termination within the Philippines.

Components:

A. Domestic Airline Tickets

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

Date (TBC)	Number of pax	Route	Remarks
November 24, 2023	7	Cebu - Busuanga	With at least 20kg allowance
November 27, 2023	7	Busuanga – Manila	With at least 20kg allowance

B. Ferry Transfers**Includes porterage fees*

Date (TBC)	Number of pax	Route
November 20, 2023	7	Cebu – Bohol
November 23, 2023	7	Bohol to Cebu

C. Accommodation**Provision of single-occupancy hotel accommodation with daily breakfast for all the participants;*

Check-in (TBC)	Location	Hotel	Number of rooms
November 20 – 23 (3 nights)	Panglao, Bohol	4 to 5-star or similar DOT-accredited accommodation	6
November 23 – 24 (1 night)	Cebu		6
November 24 - 27 (3 nights)	Coron, Palawan		6
November 27 – 29 (2 nights)	Manila		6

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

Date	Type	No. of Pax	Remarks	Location
November 20	Dinner	6	Set dinner with 1 round of drinks	Bohol
November 21	Dinner	6	Set dinner with 1 round of drinks	
November 22	Dinner	6	Set dinner with 1 round of drinks	
November 23	Lunch	6	Set lunch with 1 round of drinks	Cebu
	Dinner	6	Set dinner with 1 round of drinks	
November 24	Lunch	6	Set lunch with 1 round of drinks	Coron
	Dinner	6	Set dinner with 1 rounds of drinks	
November 25	Dinner	6	Set dinner with 1 round of drinks	
November 26	Lunch	6	Set lunch with 1 round of drinks	
	Dinner	6	Set dinner with 1 round of drinks	Manila
November 27	Lunch	6	Set lunch with 1 round of drinks	
	Dinner	6	Set dinner with 1 round of drinks	
November 28	Dinner	6	Set dinner with 1 round of drinks	

E. Tourist Transport Services

1. Provision of land tourist transport services for Bohol, Cebu, Coron, and Manila within the prescribed dates.

2. All transport services should include driver's fee and meals, and all applicable fees

Date	Type & Quantity	Route / Remarks
November 20	2 vans	Cebu and Bohol (1 passenger van & 1 luggage van) - Transfers – airport to pier and pier to resort
November 21	1 van	Bohol - Bohol countryside tour, dinner and property inspection transfers
November 22	1 van	Bohol - Island hopping pick-up and drop-off - Dinner pick-up and drop-off

November 23	4 vans	Bohol (1 passenger van & 1 luggage van) - Hotel/resort to pier transfer Cebu (1 tour/passenger van & 1 luggage van) - Cebu city and highland tour - Hotel/resort transfer
November 24	4 vans	Cebu (1 passenger van & 1 luggage van) - Airport transfer from hote/resort Coron (1 passenger van & 1 luggage van) - Airport transfer to hotel/resort Coron town tour
November 25	1 van	Coron – Island hopping tour pick-up and drop-off from resort
November 26	1 van	Coron - Ocular inspections in two resorts pick-up and drop-off from resort - Wellness spa and dinner pick-up and drop-off from resort
November 27	4 vans	Coron (1 passenger van & 1 luggage van) - Airport transfer from hotel/resort Manila (1 passenger van & 1 luggage van) - Airport transfer to hotel - Manila tour
November 28	1 van	Manila - B2B venue pick-up and drop-off from hotel
November 29	2 vans	Manila (1 passenger van & 1 luggage van) - Airport transfer from hotel

F. Tours and Activities

**Provision of services of an English-speaking coordinator/ tour guide/s in every tour/activity (French-speaking guide is preferred)*

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

DAY	ACTIVITIES	NUMBER OF PAX
November 21	Bohol countryside tour with lunch	7
November 22	Balicasag Island (with dolphin watching) and Virgin Island tour with lunch	7
November 23	Cebu countryside/city tour	7
November 24	Coron land/city tour	7
November 25	Coron island hopping with lunch	7

G. Networking Dinner

Provision of a function room in 4 to 5-star or similar DOT-accredited property inclusive of setup of sound system, managed buffet/set meals with one round of drinks for a total of 31 participants.

H. Travel Insurance

Provision of domestic travel insurance for six (6) 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 978,500.00 (charged to 2023 RWFP of OPMD MDD – France)

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

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Noted by:

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