

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Da Nang Media Familiarization Trip (Manila, Tagaytay and Cebu)
INCLUSIVE DATES	:	February 17 to 22, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Vietnamese market, the Philippine Department of Tourism (PDOT) pursues a Marketing Tie-Up with Cebu Pacific Air and its Media partners from Da Nang, Vietnam, covering Metro Manila, Tagaytay and Cebu on February 17 to 22, 2024 composed of six (6) international participants, two (2) Cebu Pacific Air representatives, and two (2) OPMD-MDD staff/coordinator.

Hence, the Department 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 upcoming Da Nang Media Familiarization Trip.

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guidelines Governing the Operations of Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled DOT domestic and ASEAN tour groups within the last 4 years and DOT Trade and Media invitational from overseas within the last 5 years;
- C. Provision of a tour coordinator to assist guests throughout the travel period;
- D. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- E. Provision of airport representative to assist guests upon arrival and departure in airport;
- F. Provision of hygiene kits for all participants;
- G. Must be willing to provide services on send-bill arrangement;
- H. A Vietnamese-speaking tour guide/coordinator is an advantage; and
- I. Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for eight (8) participants to cover 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;
- Ground arrangement for tour packages, environmental fees, portorage fees, roundtrip airport to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guides, single-occupancy accommodation inclusive of daily breakfast, and full board meals (breakfast, lunch, and dinner);
- Provision of hygiene kits for all participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and

COMPONENTS:

A. Accommodation

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

Check-in Dates	Location	Hotel	Room Type	Number of rooms
February 17 to 20, 2024 (4D/3N)	Makati Area	5-star DOT-accredited property or similar	Single-Occupancy	8 rooms
February 20 to 22, 2024 (3D/2N)	Cebu City	5-star DOT-accredited property or similar		
February 17 to 20, 2024 (4D/3N)	Makati Area	DOT-accredited accommodation based on EO 77		2 rooms
February 20 to 22, 2024 (3D/2N)	Cebu City			

B. Full Board Meals

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

Date	Type	Number of Pax	Remarks
February 18, 2024 (Day 2)	Breakfast	8 pax	Breakfast upon arrival in Manila with one round of drink

	Lunch		Lunch at a local restaurant in Manila with one round of drink
	Dinner		Dinner at a local restaurant/hotel in Makati with one round of drink
February 19, 2024 (Day 3)	Breakfast		Breakfast in Tagaytay with one round of drink
	Lunch		Lunch at a local restaurant in Tagaytay with one round of drink
	Dinner		Dinner at a local restaurant/hotel in Makati with one round of drink
February 20, 2024 (Day 4)	Lunch		Lunch at a local restaurant in Cebu with one round of drink
	Dinner		Dinner at a local restaurant in Cebu with one round of drink
February 21, 2024 (Day 5)	Lunch		Lunch at a local restaurant in Cebu with one round of drink
	Dinner		Dinner at a local restaurant in Cebu with one round of drink
February 22, 2024 (Day 6)	Lunch		Lunch at a local restaurant in Cebu/Manila with one round of drink
February 18 to 22, 2024 (Days 2-6)	Breakfast, lunch and dinner	2 pax	Meals for 2 DOT representatives based on EO 77

C. Tourist Transport Services:

**Includes toll drivers' fee, meals and accommodation, parking and entrance fees and boat rides (if any) and bottled water onboard;*

**Provision of 1 tour guide per van with tour coordinator throughout the trip*

DAY	TYPE	QUANTITY	ROUTE/REMARKS
February 18, 2024 (Day 2)	Coaster and Van	1 Coaster and 1 luggage van	1 coaster and 1 luggage van for airport transfer and tour for the whole day
February 19, 2024 (Day 3)			1 coaster for Tagaytay transfer and whole day tour
February 20, 2024 (Day 4)			1 coaster and 1 luggage van for airport transfer in Manila and Cebu, and whole day tour in Cebu
February 21, 2024 (Day 5)			1 coaster for whole day transfer for tours in Cebu
February 22, 2024 (Day 6)			1 coaster and 1 luggage van for airport transfer in Manila and Cebu, and half day use in Manila

D. Tours

**Must include all entrance and applicable fees*

DAY	ACTIVITY
February 18, 2024 (Day 2)	Manila City Tour for all participants (Rizal Park, Intramuros, Fort Santiago, Manila Cathedral, San Agustin Church and Casa Manila) Food and Pubcrawl in Poblacion, Makati for all participants
February 19, 2024 (Day 3)	Tagaytay tour with lunch and wellness tour activity for all participants
February 20, 2024 (Day 4)	Mactan City Tour for all participants
February 21, 2024 (Day 5)	Kawasan Falls Activity and Cebu City Tour for all participants (including Temple of Leah)

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

**Provision of refreshments inside the vehicle during the tours*

**Provision of 1 tour guide per vehicle*

E. Travel Kits

**Provision of ten (10) travel kits for all participants containing hygiene kit (1 ecobag with alcohol, tissue, wipes, candies inside a pouch, local delicacies, dry bag and portable fan)*

F. Travel Insurance

**Provision of travel insurance for eight (8) 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 943,200.00

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 2023 Approved RWFP of the Office of Product and Market Development.

V. CONTACT PERSON

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Noted by:


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