

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	VIA.COM Familiarization Trip Program (Manila and Bohol)
INCLUSIVE DATES	:	January 28 to February 01, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Indonesian market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip Program with VIA.COM, an Online Travel Agency company in Indonesia, covering Metro Manila and Bohol on January 28 to February 01, 2024 composed of five (5) international participants 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 VIA.COM Familiarization Trip Program.

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. An Indonesian-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for five (5) 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 package, roundtrip international and domestic air tickets (for 5 international participants, and domestic tickets for 2 DOT representatives), environmental fees, portage 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 (lunch, AM and PM snacks and dinner);
- Provision of hygiene kits for all participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees); and
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGeps)

COMPONENTS:

A. International and Domestic Air Tickets

**Provision of roundtrip international and domestic air tickets for 5 international participants*

**Provision of roundtrip domestic air tickets for 5 international participants and 2 DOT OPMD representatives (must be rebookable and with minimal fees)*

Number of pax	Date	Route	Class	Baggage Allowance
5	January 28, 2024	Jakarta to Manila (0120H departure)	Economy Class	30kgs
5	February 01, 2024	Manila to Jakarta (2105H departure)	Economy Class	30kgs
7	January 29, 2024	Manila to Tagbilaran (0920H departure)	Economy Class	30kgs
7	February 01, 2024	Tagbilaran to Manila (1140H departure)	Economy Class	30kgs

B. Accommodation

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

Check-in Dates	Location	Hotel	Room Type	Number of rooms
January 28 to 29, 2024 (2D/1N)	Makati Area	5-star DOT-accredited property or similar	Single-Occupancy	5 rooms
January 29 to February 01, 2024 (4D/3N)	Barrio Bolod, Panglao Island	5-star DOT-accredited property or similar		
January 28 to 29, 2024 (2D/1N)	Makati Area	DOT-accredited accommodation based on EO 77		2 rooms
January 29 to February 01, 2024 (4D/3N)	Barrio Bolod, Panglao Island			

C. Full Board Meals

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

Date	Type	Number of Pax	Remarks
January 28, 2024 (Day 1)	Breakfast	5 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 Manila with one round of drink
January 29, 2024 (Day 2)	Lunch		Lunch at a local restaurant/resort in Bohol with one round of drink
	Dinner		Dinner at a local restaurant/resort in Bohol with one round of drink
January 30, 2024 (Day 3)	Dinner		Dinner at a local restaurant in Bohol with one round of drink
January 31, 2024 (Day 4)	Dinner		Dinner at a local restaurant in Bohol with one round of drink
February 01, 2024 (Day 5)	Lunch		Lunch at a local restaurant in Manila with one round of drink
	Dinner		Early dinner at a local restaurant in Manila with one round of drink
January 28 to February 01, 2024 (Day 1-5)	Breakfast, lunch and dinner	2 pax	Meals for 2 DOT representatives based on EO 77

D. 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
January 28, 2024 (Day 1)	Van	2 Vans	2 vans for airport transfer and tour for the whole day
January 29, 2024 (Day 2)	Van	2 Vans	2 vans for airport transfer in Manila and Bohol, and transfers for dinner in Bohol
January 30, 2024 (Day 3)	Van	2 Vans	2 vans for transfer during the tour (whole day use)
	Boat	1 Boat	1 boat, fit for 10-15 pax with own restroom, outsourced from the billeting hotel/property in Bohol for transfer during the Island Hopping activity
January 31, 2024 (Day 4)	Van	2 Vans	2 vans for transfer during the tour (whole day use)
February 01, 2024 (Day 5)	Van	2 Vans	2 vans for airport transfer and tour for the whole day both in Manila and Bohol

E. Tours

**Must include all entrance and applicable fees*

DAY	ACTIVITY
January 28, 2024 (Day 1)	Manila City Tour for all participants (Rizal Park, Intramuros, Fort Santiago, Manila Cathedral, San Agustin Church and Casa Manila)
January 30, 2024 (Day 3)	Island Hopping (Balicasag, Dolphin Watching, Virgin Island, etc) with lunch for all participants
January 31, 2024 (Day 4)	Bohol Countryside Tour (Chocolate Hills, Tarsier Watching, Loboc River Cruise, etc.) with lunch for all participants

**Provision of English or Indonesian-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*

F. Travel Kits

**Provision of seven (7) 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)*

G. 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 980,000.00

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 2023 Approved RWFP of the OPMD-MDD ASEAN.

V. CONTACT PERSON

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