

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Cebu Pacific Da Nang Maiden Voyage Trade Familiarization Trip
INCLUSIVE DATES	:	January 13 to 16, 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 Trade partners from Da Nang, Vietnam, covering Metro Manila and Tagaytay on January 13 to 16, 2024 composed of eight (8) 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 Cebu Pacific Da Nang Maiden Voyage Trade 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 invitation 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 ten (10) 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 air tickets (for 8 international participants) environmental fees, portorage fees, roundtrip airport transfers with provisions for transportation of luggage, equipment/gear/boat rental if any, 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. *International air tickets*

**Provision of roundtrip international air tickets for eight (8) international participants (must be rebookable with minimal fees)*

Number of pax	Date	Route	Class	Baggage Allowance
8	January 13, 2024	Da Nang to Manila (2230H departure)	Economy Class	1pc
	January 16, 2024	Manila to Jakarta (1925H departure)	Economy Class	1pc

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 13 to 16, 2024 (3N/4D)	Makati Area	5-star DOT-accredited property or similar	Single-Occupancy	10 rooms
		DOT-accredited accommodation based on EO 77		2 rooms

C. Full Board Meals

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

Date	Type	Number of Pax	Remarks
January 14, 2024 (Day 2)	Breakfast	10 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 15, 2024 (Day 3)	Breakfast		Breakfast at a local restaurant 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 Manila with one round of drink
January 16, 2024 (Day 4)	Lunch		Lunch at a local restaurant in Manila with one round of drink
January 14 to 16, 2024 (Days 2-4)	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/coaster with tour coordinator throughout the trip*

DAY	TYPE	QUANTITY	ROUTE/REMARKS
January 14, 2024 (Day 2)	Coaster and Van	Coaster and 1 Van	1 coaster and 1 luggage van for airport transfer and tour for the whole day
January 15, 2024 (Day 3)			1 coaster for Tagaytay transfer and whole day tour
January 16, 2024 (Day 4)			1 coaster and 1 luggage van for whole day tour and airport transfer

E. Tours

**Must include all entrance and applicable fees*

DAY	ACTIVITY
January 14, 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
January 15, 2024 (Day 3)	Tagaytay tour with lunch and wellness tour activity

**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*

F. Travel Kits

**Provision of twelve (12) 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 ten (10) 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 921,360.00

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

Contact Person : 
Address : **JUSTINNE AUBREY P. GUCE**
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 : jcprovido@tourism.gov.ph

Noted by:


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