

TECHNICAL SPECIFICATIONS
Tour Operator
Philippine Hosting of the
United Nations Tourism Regional Gastronomy Forum
Tentative Date: 26 – 28 June 2024 (3D/2N)
Target Venue/Location: Cebu Province

I. BACKGROUND

PH at the world stage

At the 25th UN Tourism (UNWTO) General Assembly last October 18, 2023 the Philippines, represented by Department of Tourism Secretary Christina Garcia Frasco, was elected as Vice President for East Asia and the Pacific, a prestigious global position last held by the country more than two decades ago.

The UNWTO, of which The Philippines is a full member, is a specialized agency of the United Nations that promotes responsible, sustainable, and universally accessible tourism.

Earlier in Cambodia, Secretary Frasco, as representative of the Philippines, took one of the seven coveted seats in the executive committee of the UNWTO General Assembly, occupying a spot in the panel of 15.

UN Tourism and the Philippines

The Philippines previously hosted the UNWTO International Tourism Forum in Cebu, and the 6th International Conference on Tourism Statistics in Manila in June 2017, a gathering of global leaders from over 88 countries that resulted in the “Manila Call for Action on Measuring Sustainable Tourism.”

The UN Tourism, formerly the UNWTO, of which The Philippines is a full member, is a specialized agency of the United Nations that promotes responsible, sustainable, and universally accessible tourism.

The UN Tourism World Forum on Gastronomy Tourism was created with the aim of promoting the exchange of experiences between experts in tourism and gastronomy, to identify good practices and to promote gastronomy tourism as a factor of development of destinations.

Building on the UN Tourism’s work on advancing innovation across the tourism sector, the Project represents a unique opportunity for experts from across the growing field of gastronomy tourism to share new ideas and best practices.

The Forum focuses on the role of gastronomy tourism in promoting women empowerment and young talents, advancing cultural exchange and authenticity, enhancing the value for destinations and food producers, as well as showcasing best practices in destination branding through gastronomy tourism and supporting a Global Roadmap on Food Waste Reduction in Tourism.

The 8th UNWTO World Forum on Gastronomy Tourism was recently held in Donostia-San Sebastian, Spain on 5-7 October 2023.

About the Project

The Department of Tourism, through its Office of Public Affairs and Advocacy, is organizing a National Media Familiarization Tour as part of the Philippine Hosting of the UN Tourism (UNWTO) Regional Gastronomy Forum scheduled in June 2024 in the Province of Cebu, to showcase the natural beauty and tourism potential of the Island Province, especially its fast emerging destinations like the Camotes Group of Islands.

This national media coverage and familiarization tour of the Province of Cebu, including the Camotes Group of Islands, will contribute to positioning the destination as a must-visit location for domestic and international travelers.

By leveraging the momentum generated by the UN Tourism's Philippines hosting conference, this initiative aims to showcase the natural beauty, cultural richness, and tourism potential of the Province of Cebu, as well as its gems like the Camotes Group of Islands on a national scale.

II. OBJECTIVES

Pursuant to the National Tourism Development Plan 2023-2028, the industry envisions the Philippines to be a leading MICE destination in Asia Pacific and the Middle East. For the meetings sector, this means an improvement in the country's International Congress and Convention Association (ICCA) rank from being 14th of 35 countries in the region in 2016 to being in the top 10 by 2030 in terms of having the most number of meetings. Other measures will have to be developed to gauge the country's performance in incentive travel, conventions and exhibitions.

III. SCOPE OF WORK AND DELIVERABLES

The DOT will procure the services of a tour operator for the provision of the following requirements which shall be opened for public bidding on one (1) lot as follows:

| PARTICULARS | | REMARKS |
|--|---|----------------|
| A. Specifications | | Php 986,666.00 |
| No. of Guests: 20 pax Local Media personalities and representatives Destinations: Cebu (Cebu City and Camotes island) Date of Implementation: June 26-28, 2024 | | |
| B. Services and Deliverables | | |
| Deliverables | Specifications | |
| Domestic Air ticket | A. MNL-CEBU-MNL No. of Pax: 20 Flight Schedule: Departure: June 26, 2024 Return: June 28, 2024 Flexible, re-bookable, refundable roundtrip Economy class, | |

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| | | <p>airfare with 20 kgs baggage and media equipment allowance per pax per way, inclusive of terminal fees</p> |
| Hotel Accommodation | | <p>B. Single Occupancy: 20 deluxe rooms or its equivalent located within the premises of the event</p> <p>Cebu: In: June 26 Out: June 27 Camotes Island: In: June 27 Out: June 28 Buffet breakfast included with flexible arrangement</p> |
| Local Transportation | | <p>C. 1. <u>Bus</u> Cebu: June 26/28 -DOT-accredited -Inclusive of gas, parking fees, and overtime fees -With adequate number of umbrellas -On-board basic first-aid kit -Luggage compartment provision or an extra vehicle for luggage (arrival/departure) -In case there is mechanical problem, a replacement must be provided within an hour -With a professional driver familiar with the route -Route: Airport-hotel Transfers Route based on Cebu itinerary</p> |

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| | | <p>2. <u>Ferry</u> Cebu-Camotes-Cebu June 27 – 1st available trip June 28 – last available trip RT ferry boat fare for 20 pax with portorage fees and environmental fees included</p> <p>3. <u>In-land transportation</u> Provision of transport preferably air- conditioned vans for 20 pax in Camotes Island on June 27 and 28 and/or bus if available (with luggage storage provision as well)</p> <p>4. <u>Bus</u> Cebu Port – Mactan Airport transfers only (June 28 with provision for Luggage Compartment</p> | |
| | <p>Organization of press conference</p> | <p>D. Mounting of a press conference for media with provision for venue, set up and event management.</p> | |
| | <p>Tour</p> | <p>E. Camotes Island Tour -Book, conduct, coordinate in advance with concerned entities, provide interactive/experiential tours and tour activities for 20 pax (upon arrival on June 27 and on June 28) -Should be inclusive of all entrance, environmental fee and other associated fees, if any, including diving with dive</p> | |

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| | | <p>equipment/gear/boat rental, service of dive masters/guides</p> <ul style="list-style-type: none"> -Alternative tour activities in fortuitous cases or force majeure, subject to approval of DOT -Provision of water onboard - Arrangement of meetings with local tourism officials, industry stakeholders, and community representatives to facilitate networking and exchange of information | |
| | Meals | <p>F. Incentivized lunch and dinner for a maximum of 20 pax during the whole travel period amounting to Php1,000/pax per meal</p> <p>Menu must include at least five (5) viands of local cuisines and delicacies of the province or locality and choice of drink</p> <p>Am and/or PM Snack (on board)</p> <p>Meals at Camotes Island, to be accompanied by local performances.</p> | |
| | Travel and Accident Insurance | <p>G. Provision of travel and accident insurance for each of the twenty (20) national media participants in case of emergency trip cancellation or emergency trip termination;</p> | |
| | Media kit | <p>H. Event related materials for 20 pax</p> | |

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| | | <ul style="list-style-type: none"> ▪ Valid information for press releases ▪ Folders ▪ USB ▪ With internet access to venues ▪ Extra bond papers ▪ Pens ▪ ID for Media <p>Twenty (20) tour kits amounting to Php700/kit, must include the following:</p> <ul style="list-style-type: none"> I. One (1) face towel J. One pack, wet wipes K. One pack, facial tissue L. One (1) paper soap M. One (1) 30 ml isopropyl alcohol in spray bottle N. One (1) small insect repellent lotion O. One (1) small face and body sunblock | |
| | <p>Others</p> | <ul style="list-style-type: none"> P. Tour Booklet to include the itinerary with description of each destination, directory of DOT representatives and other details deemed necessary (both hard and soft copy downloadable via QR code) <p>Provision of one tour coordinator and 1 regional tour guide to accompany the group for the whole duration of the trip including airport and seaport transfers to assist in arrival and departure.</p> <p>Regional tour guide must be DOT-accredited with a CV</p> | |

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| | | provided (Certificate of accreditation and CV to be submitted 5 days before the scheduled trip) | |
| | | Provision of first aid medical kits for the participants; | |

IV. BUDGET BREAKDOWN

| Particulars | Remarks | Total Cost |
|-------------------------|---|-----------------------|
| Accommodation | | |
| a. Cebu | Php 6,000/pax X 20 X 1 night | 120,000.00 |
| b. Camotes Island | Php 4,000/pax X 20 X 2 nights | 160,000.00 |
| Air Ticket | Php 8,400.00/way X 20 pax X 2 | 336,000.00 |
| Tour | Php 4,950.00/pax X 20 | 99,000.00 |
| Transportation | | 91,066.00 |
| a. Cebu | 1 bus for 20 pax (June 26) 1 bus for 20 pax (hotel to port transfer only – June 27) 1 bus for 20 pax (port to airport transfer only – June 28) Php 8,000/van X 2 vans X 2 nights | |
| b. Camotes Island | Ferry for 20 pax X 2 ways | 32,000.00 |
| Meals | Php 1,000/meal X 6 meals X 20 (June 26-28) | 120,000.00 |
| Pocket Press conference | (Flexible date and time) | 8,600.00 |
| Media kits | Php1,000.00 X 20 pax | 20,000.00 |
| Grand Total Cost | | Php 986,666.00 |

V. Gender Development Objectives:

- Promote equal opportunities for men and women to receive training and be employed in the tourism industry;
- Targeting some 45% women participants

VI. LEGAL BASIS

As part of its extensive information drive program to position the Department of Tourism's (DOT) work towards maintaining the standards of excellence in all media platforms, the Office of Public Affairs and Advocacy conducts Media Familiarization Tours and Incentive Travel Programs featuring both established and emerging tourist destinations across the Philippines.

By continuously engaging the media and key opinion leaders, the event aims to maximize the Department's media exposure and ensure that its public image remains positive, while sustaining its efforts in promoting Philippine tourism.

VII. REQUIREMENTS FOR SUPPLIERS

1. Must be a DOT-accredited Tour Operator;
2. Duly registered Philippine company with appropriate government agency;
3. Must have handled domestic tour groups with foreign participants within the last 4 years;
4. Ground arrangement (inclusive of roundtrip domestic airfare, single-occupancy accommodation, tourist transport services, full board meals and snacks, and tour packages with activities, toll and entrance fees);
5. Provision of group travel insurance for twenty (20) national media participants in case of emergency, trip cancellation or emergency trip termination;
6. Provision of tour coordinator to assist guests throughout the travel period;
7. Must allow flexible rebooking dates for accommodation with minimal fees, if applicable;
8. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
9. Provision of airport representative to assist guests upon arrival and departure in airport;
10. Amenable to government procedure or send-bill arrangement and preferably with Land Bank of the Philippines account;
11. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
12. Bidders must submit their quotation with cost breakdown to differentiate the amount of service fee and the amount to be earmarked for the payment to the third parties or other proprietors. Otherwise, tax withheld will be credited from the total contract price.
13. Breakdown of prices and services included in the quotation should be complete with E-VAT and other government taxes;
14. Unutilized services/slots, if any, must not be charged to DOT and be excluded from the final billing;
15. With office and representation in Metro Cebu.

VIII. LEGAL/TECHNICAL REQUIREMENTS

1. Valid Mayor's/Business Permit
2. PHILGEPS Registration Number
3. Latest Income/Business Tax Return
4. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement

IX. PAYMENT PROCEDURE

Government procedure and subject to appropriate government taxes

X. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract (ABC) is **Nine Hundred Eighty-Six Thousand Six Hundred Sixty-Six Pesos Only (Php986,666.00)** inclusive of all applicable taxes and fees.

Cost proposal must be submitted with an itemized breakdown. In the event that the DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

The winning bidder shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

XI. SUBMISSION OF PROPOSAL

4F | Procurement Management Division
Department of Tourism Bldg., 351 Sen. Gil Puyat Avenue, Makati City

Contact Person:

DEE A. MANDIGMA

Supervising Information Officer

DOT-OPAA

3F The New DOT Building

351 Sen. Gil Puyat Avenue, Makati City

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Approved by:


CZARINA ZARA-LOYOLA

Director

Office of Public Affairs and Advocacy