

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Vietnam Airlines Familiarization Trip: Hanoi Agents
INCLUSIVE DATES	:	June 18 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 Familiarization Trip Program in partnership with Vietnam Airlines and their top Hanoi Trade Agents, covering Manila, Tagaytay and Quezon on June 18 to 22, 2024 composed of eight (8) 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 Vietnam Airlines 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 domestic and ASEAN tour groups within the last 4 years and Travel Trade and Media invitational from overseas within the last 5 years;
- C. 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 prize.
- D. Provision of a tour coordinator to assist guests throughout the travel period;
- E. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- F. Provision of airport representative to assist guests upon arrival and departure in airport;
- G. Provision of travel kits for all participants;
- H. Must be willing to provide services on send-bill arrangement;
- I. 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;
- J. A Vietnamese-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for eight (8) international 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 including environmental fees, portorage fees, roundtrip airport transfers with provisions for transportation of luggage, 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 travel kits for all participants;
- Van/Coaster 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. Accommodation

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

Check-in Dates	Location	Hotel	Room Type	Number of rooms
June 17 to 22, 2024 (6D/5N)	Makati City	5-star DOT-accredited property or similar	Single-Occupancy	8 rooms
	Makati City	Based on EO 77		2 rooms

B. Full Board Meals

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

Date	Type	Number of Pax	Remarks
June 18, 2024 (Day 1)	Lunch	8 pax	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
June 19, 2024 (Day 2)	Breakfast		Breakfast 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
June 20, 2024 (Day 3)	Dinner		Dinner at a local restaurant in Manila with one round of drink
June 21, 2024 (Day 4)	Dinner		Dinner at a local restaurant in Manila with one round of drink
June 18 to 22, 2024 (Days 1-7)	Lunch and dinner	2 pax	Meals for 2 DOT representatives based on EO 77 *Except lunch for days 2 and 4

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
June 18, 2024 (Day 1)	Coaster and van	1 coaster and 1 van	1 coaster and 1 luggage van for airport transfer and whole day use in Manila
June 19, 2024 (Day 2)	Coaster	1 coaster	1 coaster for whole day use in Manila
June 20, 2024 (Day 3)	Coaster	1 coaster	1 coaster for whole day use in Manila and Quezon
June 21, 2024 (Day 4)	Coaster	1 coaster	1 coaster for whole day use in Manila and Tagaytay
June 22, 2024 (Day 5)	Coaster and van	1 coaster and 1 van	1 coaster and 1 luggage van for airport transfer

D. Tours

**Must include all entrance and applicable fees for all participants (10 pax)*

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

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

DAY	ACTIVITY
June 18, 2024 (Day1)	Manila City tour with Binondo food crawl
June 20, 2024 (Day3)	Villa Escudero Tour (includes lunch)
June 21, 2024 (Day4)	Tagaytay incentivized wellness tour (includes lunch)

E. Meet and Greet Component

Provision of function room in Makati for 40 pax including simple set-up of sound system and project, with managed buffet lunch and 2 rounds of drink

F. 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)*

G. 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 768,600.00

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 2024 Work and Financial Plan of the OPMD-MDD.

V. CONTACT PERSON


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