

## TECHNICAL SPECIFICATIONS

- I. **BIDDER** : **TOUR OPERATOR/GROUND HANDLER**
- II. **PROJECT** : **FAMILIARIZATION TOUR FOR THE KEY HEALTH TOURISM PLAYERS FROM AUSTRALIA AND GUAM TO METRO MANILA, TAGAYTAY AND BATANGAS**
- III. **IMPLEMENTATION DATE** : **AUGUST 3 TO 9, 2024 (INCLUSIVE OF TRAVEL TIME)**

### **IV. MINIMUM REQUIREMENTS FOR SUPPLIERS/BIDDERS**

- a) Must be a DOT-accredited tour operator
- b) Must have expertise in handling medical tourists and preferably have participated in DOT initiatives/projects
- c) Must be willing to provide services on send-bill arrangement
- d) Must provide tour coordinator to monitor guests and assist in the implementation of the familiarization tour
- e) 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.

### **V. SCOPE OF WORK AND DELIVERABLES**

#### **1. ACCOMMODATION (inclusive of breakfast)**

Dates: August 3-6, 2024

Must be a DOT-accredited hotel in Makati/Pasig/Taguig (or within Metro Manila) area for the following requirements:

- Single occupancy for two pax (Perth delegates)

Dates: August 4-6, 2024

Must be a DOT-accredited hotel in Makati/Pasig/Taguig (or within Metro Manila) area for the following requirements:

- Single occupancy for 13 pax (estimate of 13 pax from Guam, Melbourne, Brisbane, Sydney)

**Note:** Three/Four-star hotel or similar category and health tourism facility (consider presence of Muslim participants with regard to facilities and breakfast)

Dates: August 7-8, 2024

Must be a DOT-accredited hotel in Tagaytay area for the following requirements:

- Single occupancy for 15 pax (estimate no.) from Guam, Melbourne, Brisbane, Sydney, Perth and PAL)
- 3 single occupancy room (government rate)
- 1 double occupancy rooms (government rate)

## 2. MEALS

- August 7, 2024: Dinner for 20 pax (in Tagaytay; note the presence of different rate offered for the delegates and the DOT facilitators);
- August 9, 2024: Lunch for 20 pax in Intramuros, Manila; note the presence of different rate offered for the delegates and DOT facilitators);

## 3. TREATMENTS

- August 7, 2024: Treatment worth PhP5,000.00/pax (15pax) in wellness facility in Batangas
- August 8, 2024: Treatment worth PhP6,000.00/pax (15pax) in wellness facility in Tagaytay

## 4. TRANSPORTATION (inclusive of parking fees)

- Inclusive of professional driver fees, driver's accommodation, if necessary, meals, expressway toll fees, and applicable environmental fees;
- Unutilized vehicles, if any, must not be charged to the DOT and be excluded from the final billing.

Date: August 3, 2024 (for the Perth Delegates, and DOT facilitator as necessary)  
No. of Units: One Unit of Vehicle (One Van)  
Capacity and Time: Van 6-9 seats /5-6 hours  
Destination: Airport (arrival) to hotel/accommodation

Date: August 9, 2024 (NCR)  
No. of Units: Four (4) Units of Vehicle (Van)  
Capacity: Coaster 6-9 seats / 5 hours per van  
Destinations: From hotel to airport, but not limited to and vice versa

Date: August 4-6, 9, 2024 (NCR)  
No. of Units: One (1) Unit of Vehicle (Coaster/Minibus)  
Capacity: Coaster 18-22 seats / 10-12 hours  
Destinations: From hotel to multiple cities/destinations within NCR such as, but not limited to Makati, Taguig, Pasig, and vice versa

Date: August 7, 2024 (Batangas)  
No. of Units: One (1) Unit of Vehicle (Coaster/Minibus)  
Capacity: Coaster 18-22 seats / 12-14 hours  
Destinations: From hotel to wellness facilities in Batangas

Date: August 8, 2024 (Tagaytay/Batangas)  
No. of Units: One (1) Unit of Vehicle (Coaster/Minibus)  
Capacity: Coaster 18-22 seats / 10-12 hours  
Destinations: From hotel to wellness facilities in Tagaytay and Batangas

## 5. TOURS (DESTINATIONS AND FACILITIES TO BE VISITED/VIEWED WITH PHOTO DOCUMENTATION AND NARRATIVES)

- August 5-6, 2024: destinations (such as hospitals, wellness, dental, aesthetics facilities) within Metro Manila; 20 pax

August 7-8, 2024: destinations (such as wellness facilities) located in Batangas and Tagaytay; 20 pax  
August 9, 2024: destinations located at Intramuros/Manila/Pasay (within Metro Manila); Hop-on-Hop-off Tour Package); 20 pax

#### **6. SUPPLIES AND MATERIALS – 15 kits/packages**

Minimum composition per kit: 1- tote bag; 1 pack of face mask; alcohol, wet wipes, pocket tissue, briefer flyer, and 1 t-shirt

#### **VI. BUDGET**

Total approved budget is **SIX HUNDRED NINETY ONE THOUSAND NINE HUNDRED PESOS (Php691,900.00)** inclusive of all applicable taxes and should cover all requirements enumerated above.

The winning bidder shall be determined based on the proposal's responsiveness to the said TECHNICAL SPECIFICATIONS and with the most advantageous financial package, provided that the amount of bid does not exceed the above total budget. Should the end user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred. Project expenses are to be charged against the attached 2024 OPMD-PPDD GAA.

Note: All of the above information may be subject to change and should be within the said allocated budget.

#### **VII. PROJECT OFFICER/CONTACT PERSON**

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#### **APPROVED BY:**

  
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