

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	Post-PHITEX Familiarization Trips for Opportunity Markets (Europe)
INCLUSIVE DATES	:	September 02 to 11, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in France and Spain market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip program for French and Spanish agents in Metro Manila, Bohol, and Cebu from September 02 to 11 2024, composed of two (2) French participants and one (1) Spanish participant.

Hence, the Department is in need of the services of a local tour operator or travel agency in the Philippines engaged in the business of ground handling and tour services in line with the upcoming Post-PHITEX Familiarization Trips for Opportunity Markets (Europe)

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 the Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled domestic and international tour groups and Travel Trade and Media invitational from overseas;
- 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 price
- D. Provision of tour guide during the tour program when deemed appropriate
- 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; and
- I. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);

III. SCOPE OF WORK DELIVERABLES

- A. Provision of two (2) roundtrip international airtickets (**CDG-MNL-CDG**) and one (1) roundtrip international airtickets (**MAD-MNL-MAD**) with the shortest layover possible and with appropriate baggage allowances for all participants;
- B. Provision of three (3) roundtrip domestic tickets (**MNL-TAG/CEB-MNL**) with appropriate baggage allowances for all participants;
- C. Provision of travel insurance for three (3) participants covering medical treatments including COVID-19, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary;
- D. Ground arrangements for tour package including environmental fees, portage fees, roundtrip airport transfers with provisions for transportation of luggage, equipment/gear/boat rental, service of DOT-accredited tour guide, single-occupancy accommodation inclusive of daily breakfast, and full board meals (lunch, AM and PM snacks and dinner);
- E. Provision of travel kits for all participants;
- F. Provision of three (3) one-way ferry transfers (**TAG-CEB**)
- G. Van/coaster rental (inclusive of professional driver fees, drivers' meals and applicable parking and toll fees); and
- H. Provision of DOT-accredited tour guides for the entire trip

COMPONENTS:

A. International Airline Tickets

**Roundtrip international airline tickets for the two (2) French participants and one (1) Spanish participant
with the shortest layover

Number of pax	Date (TBC)	Route	Baggage Allowance
2	Sept. 02, 2024	CDG-MNL	With at least 25kg luggage allowance
1	Sept. 02, 2024	MAD-MNL	With at least 25kg luggage allowance
2	Sept. 10, 2024	MNL-CDG	With at least 25kg luggage allowance
1	Sept. 10, 2024	MNL-MAD	With at least 25kg luggage allowance

B. Domestic Airline Tickets

**Provision of one-way domestic tickets for three (3) participants (must be rebookable with minimal fees)*

Number of pax	Date (TBC)	Route	Class	Baggage Allowance
3	Sept. 05, 2024	MNL-TAG	Economy	20 kgs
	Sept. 10, 2024	CEB-MNL	Class	

C. Accommodation

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

Check-in dates	Location	Hotel	Room Type	Number of rooms
September 03 – 05, 2024 (3D/2N)	Makati City	4 to 5-star hotel or similar DOT-accredited accommodation	Single-Occupancy	3 rooms
September 05 – 08, 2024 (4D/3N)	Bohol	4 to 5-star hotel or similar DOT-accredited accommodation		
September 08 – 10, 2024 (3D/2N)	Cebu	4 to 5-star hotel or similar DOT-accredited accommodation		

D. Full Board Meals

**Food and dietary restrictions of the participants to follow. All meals must include one round of drinks.*

Date	Type	Number of pax	Remarks
Sept. 03, 2024 (Day 1)	Dinner	3	Dinner at a local restaurant in Metro Manila
Sept. 05, 2024 (Day 3)	Dinner		Dinner at a local restaurant in Bohol
Sept. 06, 2024 (Day 4)	Lunch		Lunch at a local restaurant in Bohol
	Dinner		Dinner at a local restaurant in Bohol
Sept. 07, 2024 (Day 5)	Lunch		Lunch at a local restaurant in Bohol
	Dinner		Dinner at a local restaurant in Bohol
Sept. 08, 2024 (Day 6)	Lunch		Lunch at a local restaurant in Cebu
	Dinner		Dinner at a local restaurant in Cebu
Sept. 09, 2024 (Day 7)	Lunch		Lunch at a local restaurant in Cebu
	Dinner		Dinner at a local restaurant in Cebu
Sept. 10, 2024 (Day 8)	Lunch		Lunch at a local restaurant in Metro Manila
	Dinner		Dinner at a local restaurant in Manila

E. Tourist Transport Services:

**Includes 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
Sept. 03, 2024 (Day 1)	Van	2 Vans	2 vans, airport to hotel transfer in Manila + luggage van
Sept. 04, 2024 (Day 2)	Van	1 Van	1 van rental for whole day use in Metro Manila
Sept. 05, 2024 (Day 3)	Van	4 Vans	1 van and 1 luggage van rental for airport transfer in Metro Manila; 1 van and 1 luggage van rental for airport transfer in Bohol
Sept. 06, 2024 (Day 4)	Van	1 Van	1 van rental for whole day use in Bohol
Sept. 07, 2024 (Day 5)	Van	1 Van	1 van for whole day use in Bohol
Sept. 08, 2024 (Day 6)	Ferry	Ferry	Ferry transfer from TAG-CEB for all participants
Sept. 08, 2024 (Day 6)	Van	4 Vans	1 van and 1 luggage rental for port transfer in Bohol; 1 van and 1 luggage rental for port transfer in Cebu
Sept. 09, 2024 (Day 7)	Van	1 Van	1 van rental for whole day use in Cebu
Sept. 10, 2024 (Day 8)	Van	4 Vans	1 van and 1 luggage rental for airport transfer in Cebu; 1 van and 1 luggage rental for airport transfer in Manila

F. Tours

**Must include all entrance and applicable fees for all 3 participants*

**Provision of English or French/Spanish-speaking coordinator/ tour guide/s in every tour/activity*

**Provision of refreshments and cold towels inside the vehicle during the tours*

**Provision of 1 tour guide per vehicle*

DAY	ACTIVITY
Sept. 06, 2024 (Day 4)	Bohol Countryside Tour
Sept. 07, 2024 (Day 5)	Island hopping
Sept. 08, 2024 (Day 6)	Cebu City Tour
Sept. 09, 2024 (Day 7)	Kawasan Falls + Moalboal Tour + Cebu Uphill Tour
Sept. 10, 2024 (Day 8)	Manila City Tour

G. Travel Insurance

Provision of travel insurance for three (3) participants covering medical treatments including COVID-19, trip cancellation and termination from the time the trip began from the international point of origin and terminates at the end of the itinerary.

H. Travel Kits

Provision of travel kits for three (3) participants including 50ml alcohol spray bottle, handy pack tissue, biodegradable wipes, 10 pcs face mask, and an eco bag.

IV. BUDGET

TOTAL BUDGET: PHP 998,954.00

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 OPMD-MDD WFP 2024.

V. CONTACT PERSON

Contact Person : **JENA ANDREA P. HAYAO**
Address : 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 : jahayao@tourism.gov.ph

Noted by:

(Original Signed)
GWENDOLYN S. BATOON
OIC-Chief
Market Development Division