

## TECHNICAL SPECIFICATIONS

|                        |   |  |
|------------------------|---|--|
| <b>BIDDER</b>          | : | Tour Operator / Ground Handling Services |
| <b>PROJECT TITLE</b>   | : | Familiarization Trip for European Media  |
| <b>INCLUSIVE DATES</b> | : | November 24 to December 03, 2024         |

### I. PURPOSE/OBJECTIVES

In line with the Department's market development initiative to sustain its presence in Spain, the Philippine Department of Tourism (PDOT) is conducting a Familiarization Trip for European Media in Cebu, Camiguin, Manila, and Bohol from November 24 to December 3, 2024, composed of three (3) Spanish Participants.

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 Familiarization Trip for European Media.

### II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism and must abide to the Memorandum Circular on the Health and Safety Guideline Governing the Operators of the Travel and Tour Agencies and Tour Guides under the New Normal;
- B. Must have handled foreign familiarization trips or groups within the last four (4) years. Specialization in handling French/Spanish tour groups is an advantage;
- 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 contact prize;
- D. Must be registered with Philippine Government Electronic Procurement System (PhilGeps);
- E. Provision of a tour coordinator to assist guest throughout the travel period;
- F. Provision of participant's guidebook the includes itinerary, contact details, and description of destinations;
- G. Provision of airport representative to assist guests upon arrival and departure in the airport;
- H. Provision of travel kits/supplies and materials for the participants;
- I. Must be willing to provide services on send-bill arrangements; and
- J. A Spanish-speaking tour coordinator/guide is an advantage.

### III. SCOPE OF WORK

- A. Provision of roundtrip international (**MAD-CEB-MNL-MAD**) and domestic air tickets including taxes and fees with appropriate baggage allowances for three (3) Spanish participants;
- B. Provision of three (3) domestic tickets (**CEB-CGM-CEB**) and (**TAG-MNL**) with appropriate baggage allowances for all participants;
- C. Provision of three (3) one-way ferry transfers (**CEB- TAG**);
- D. Single occupancy accommodation inclusive of daily breakfast;
- E. Full board lunch and dinner meals, and snacks;
- F. Ground arrangements for the guided tours and experiences such as roundtrip airport transfers with provisions for transportation of luggage, entrance and environmental fees, portorage fees, and equipment/gear/boat rental fees;
- G. DOT-accredited tour guides for the entire trip;
- H. Provision of travel insurance for three (3) participants covering medical treatments including COVID-19, trip cancellation, delay, interruption, medical expenses, emergency medical evacuation and loss or damage of baggage from the time the trip began from the international point of origin and terminates at

the end of the itinerary. The bidder must have the capacity to advance the hospitalization expenses for injuries within the Philippines; and

- I. Use of Van rental for tours (inclusive of professional driver fees, driver's meals and applicable parking and toll fees)

## COMPONENTS:

### A. International Air Tickets

*\*Provision of roundtrip international tickets for the three (3) Spanish participants*

*\*Must be rebookable/cancellable*

*\*With the least shortest layover possible*

| Number of pax | Date              | Route   | Remarks                              |
|---------------|-------------------|---|--------------------------------------|
| 3             | November 24, 2024 | Madrid – Cebu<br>ETA : 1535 H (Nov 25, 2024)  | With at least 25kg luggage allowance |
| 3             | December 3, 2024  | Manila – Madrid<br>ETA : 1240 H (Dec 3, 2024) | With at least 25kg luggage allowance |

### B. Domestic Air Tickets

*\*Provision of roundtrip and one-way domestic for the three (3) Spanish participants*

| Number of pax | Date              | Route                | Class         | Remarks              |
|---------------|-------------------|----------------------|---------------|----------------------|
| 3             | November 27, 2024 | Cebu to Camiguin     | Economy Class | With at least 20 kgs |
| 3             | November 29, 2024 | Camiguin to Cebu     |               | With at least 20 kgs |
| 3             | December 2, 2024  | Tagbilaran to Manila |               | With at least 20 kgs |

### C. Accommodation

*\*Provision of single occupancy hotel accommodation w/ daily breakfast for all the participants*

*\*Accommodations in Camiguin on November 27-29 will be sponsored by Camiguin*

| Date                                       | Hotel                                       | Room Type        | No. of Rooms |
|--|---|------------------|--------------|
| November 25-27, 2024 (2 nights)            | 5 star DOT Accredited hotel/resort in Cebu  | Single Occupancy | 3 rooms      |
| November 29 to December 1, 2024 (2 nights) | 5 star DOT Accredited hotel/resort in Cebu  |                  |              |
| December 1-2, 2024 (1 night)               | 5 star DOT Accredited hotel/resort in Bohol |                  |              |

### D. Meals

*\*includes (3) Spanish guests;*

*\*Lunch and Dinner on November 27-29 will be sponsored by Camiguin (Dinner on November 29 is not sponsored);*

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

| Date        | Type   | No. of Pax | Remarks                                      |
|-------------|--------|------------|--|
| November 25 | Dinner | 3          | Dinner at a local restaurant in Cebu         |
| November 26 | Lunch  | 3          | Lunch at a local restaurant in Cebu          |
| November 26 | Dinner | 3          | Dinner at a local restaurant in Cebu         |
| November 29 | Dinner | 3          | Dinner at a local restaurant in Cebu         |
| November 30 | Lunch  | 3          | Lunch at a local restaurant in Cebu          |
| November 30 | Dinner | 3          | Dinner at a local restaurant in Cebu         |
| December 1  | Lunch  | 3          | Lunch at a local restaurant in Bohol         |
| December 1  | Dinner | 3          | Dinner at a local restaurant in Bohol        |
| December 2  | Lunch  | 3          | Lunch at a local restaurant in Bohol         |
| December 2  | Dinner | 3          | Dinner at a local restaurant in Metro Manila |

#### E. Transportation

*\*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;*

*\* All transport services should include drivers, toll, parking, and entrance fees.*

| DAY                   | TYPE  | QUANTITY | ROUTE/REMARKS  |
|-----------------------|-------|----------|--|
| Nov. 25, 2024 (Day 1) | Van   | 1 Van    | 1 van rental for whole day use in Cebu   |
| Nov. 26, 2024 (Day 2) | Van   | 1 Van    | 1 van rental for whole day use in Cebu   |
| Nov. 27, 2024 (Day 3) | Van   | 1 Van    | 1 van, airport to hotel transfer in Cebu   |
| Nov. 29, 2024 (Day 6) | Van   | 1 Van    | 1 van rental for whole day use in Cebu   |
| Nov. 30, 2024 (Day 7) | Van   | 2 Vans   | 1 van rental for hotel to Cebu port Transfer and 1 van rental for whole day use in Bohol |
| Dec. 1, 2024 (Day 7)  | Ferry | 1 Ferry  | 3 Ferry ticket Cebu Port to Tag Port   |
| Dec. 1, 2024 (Day 8)  | Van   | 1 Vans   | 1 van for airport transfer in Bohol  |
| Dec. 2, 2024 (Day 9)  | Van   | 1 Van    | 1 van for whole day use in Metro Manila  |

#### F. Tours

*\*Must include all entrance and applicable fees for all three (3) participants;*

*\*Provision of English- speaking coordinator/ tour guide/s in every tour/ activity;*

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

*\*Provision of one (1) English-speaking tour guide per vehicle.*

| DAY           | ACTIVITY   |
|---------------|--|
| Nov. 25, 2024 | Cebu City Tour                                     |
| Nov 29, 2024  | Wellness Spa Experience                            |
| Nov 30, 2024  | Badian and Kawasan Canyoonering with Lunch         |
| Dec 1, 2024   | Bohol Country Side Tour with Loboc River for Lunch |

#### G. Travel Insurance

Provision of travel insurance for three (3) participants covering medical treatments including COVID-19, trip cancellation, delay, interruption, medical expenses, emergency medical evacuation and loss or damage of baggage from the time the trip began from the international point of origin and terminates at the end of the itinerary. The bidder must have the capacity to advance the hospitalization expenses for injuries within the Philippines.

**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, rainwear, and an eco-bag.

**IV. BUDGET**

**TOTAL BUDGET: PHP 990,966.66**

\*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 European and Middle East.

**V. CONTACT PERSON**

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