

## TECHNICAL SPECIFICATIONS

- I. BIDDER** : **TOUR OPERATOR/GROUND HANDLER**
- II. PROJECT** : **DOT SUPPORT TO THE PHILIPPINE AIRLINE'S FAMILIARIZATION TOUR FOR THE KEY HEALTH TOURISM PLAYERS FROM PAPUA NEW GUINEA (PNG)**
- III. IMPLEMENTATION DATE** : **APRIL 21 TO 25, 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: April 21-25, 2024 (late check-out on April 25)

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

- Single occupancy for 15 pax (15 rooms)
- Muslim friendly/offering Muslim food

**Note:** Three/Four-star hotel or similar category and health tourism facility (Muslim friendly/offering Muslim food)

#### **2. B2B and NETWORKING DINNER and VENUE**

Date: April 22, 2024  
Venue: Must be located at the hotel where the delegation will be booked  
Capacity: 40-60 pax  
No. of Participants: 40 pax  
Menu: Preferably Continental of American Food; Buffet Set up  
Set up: Individual tables and chairs (for every B2B)  
Round table (for the dining area)  
Provide equipments (such as microphone; projector; big screen, etc.) as necessary

#### **3. MEALS**

April 21, 2024: Dinner for 20 pax (welcome dinner, preferably Asian-fusion food)  
April 22, 2024: Dinner (see details specified in Item 2: B2B and Networking Dinner and Venue);  
April 25, 2024: Lunch and PM Snack for 20 pax

#### **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 charge to the DOT and be excluded from the final billing;

Date: April 21 and 25, 2024

No. of Units: Two (2) Unit of Vehicle (One Coaster and One Van)

Capacity: Coaster 18-22 seats / 6-8 hours | Van 6-8 seats / 6-8 hours

Excess hours: April 25, 2024 – 6 extra hours for coaster/minibus | 2 extra hours for van

Date: April 22 – 24, 2024

No. of Units: One (1) Unit of Vehicle (Coaster/Minibus)

Capacity: Coaster 18-22 seats / 10-16 hours

## 5. TOURS (DESTINATIONS AND FACILITIES TO BE VISITED/VIEWED)

April 22 & 24, 2024: destinations (such as hospitals, wellness, dental, aesthetics facilities) within Metro Manila; 20 pax

April 23, 2024: destinations (such as wellness facilities) located in Batangas; 20 pax

April 25, 2024: destinations located at Intramuros/Manila/Pasay (within Metro Manila); 20 pax

## 6. TRAVEL KIT – 20 kits/packages

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

**NOTE:** The winning bid, however, shall be determined based on the proposal with most advantageous to the government, provided that the amount of bid does not exceed the given total budget.

## VI. BUDGET

Total approved budget is **FOUR HUNDRED EIGHTY-SIX THOUSAND ONE HUNDRED FORTY PESOS (PhP486,140.00)** 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. 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

Regielyn C. Dayag

PPDD- Health Tourism, OPMD

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## APPROVED BY:

 12/1/2024  
**PAULO BENITO S. TUGBANG, M.D.**

Director IV

Office of Product and Market Development

Date: \_\_\_\_\_

**Proposed Itinerary of Activities (PNG Fam Tour):**

Date	Venue	Activity
April 21, Sunday AM PM Evening	POM to MNL MNL Hotel	Travel time (PR 216) 1205 Arrival Transfer to hotel for check in and rest Welcome dinner (hosted by DOT)
April 22, Monday AM PM Evening	Hotel SLMC TMC	0700-0800 Breakfast at hotel Transfers 0900-1200 Facility Tour 1200-1300 Hosted lunch (MMC*) Transfers 1400-1700 Facility Tour 1700-1900 Hosted <i>merienda cena</i> (TMC) Transfers Networking dinner and high-level meeting (hosted by DOT)
April 23, Tuesday AM PM Evening	Hotel The Farm at San Benito Hotel	0700-0800 Breakfast at hotel Transfers 1100 Facility Tour 1300 Hosted Lunch 1300-1600 Treatment time (own pax) Transfers 2000 Rest
April 24, Wednesday AM PM Evening	Hotel Belo GAOC	0700-0800 Breakfast at hotel Transfers 0900-1100 Facility Tour 1100-1200 Hosted lunch (Belo) Transfers 1300-1500 Facility Tour 1700-1800 Hosted <i>merienda cena</i> (GAOC) Transfers Free and Easy (Shopping at Greenhills)
April 25, Thursday AM PM Evening	Manila Intramuros Manila/Pasay MNL to POM	0700-0800 Breakfast at hotel Transfers 0900-1200 Tour of the park 1300 Lunch at Barbara's 1400 HOHO 1700-onwards Free and Easy Travel time (PR 215)