

## TECHNICAL SPECIFICATIONS

**BIDDER** : Tour Operator / Ground Handling Services  
**PROJECT TITLE** : 2024 ASEAN Familiarization Trip (GoWentGo leg)  
**INCLUSIVE DATES** : May 01 to 07, 2024

### I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Thai market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip Program in partnership with Philippine Airlines and a Thai KOL/Influencer, covering Cebu and Bohol on May 01 to 07, 2024 composed of seven (7) 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 ASEAN 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 DOT domestic and ASEAN tour groups within the last 4 years and DOT Trade and Media invitational from overseas within the last 5 years;
- C. Provision of a tour coordinator to assist guests throughout the travel period;
- D. Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- E. Provision of airport representative to assist guests upon arrival and departure in airport;
- F. Provision of travel kits for all participants;
- G. Must be willing to provide services on send-bill arrangement;
- H. A Thai-speaking tour guide/coordinator is an advantage

### III. SCOPE OF WORK DELIVERABLES

- Provision of international airline taxes (BKK-CEB-BKK) for all seven (7) international participants;
- Provision of domestic air tickets (MNL-CEB-MNL) for two (2) DOT OPMD representatives;
- Provision of travel insurance for seven (7) 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 to seaport transfers with provisions for transportation of luggage, equipment/gear/boat rental, 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 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. **International airline taxes and fees**

*\*Provision of roundtrip international airline taxes and fees for 7 international participants (BKK-CEB-BKK)*

*\*Philippine Airlines will sponsor the international tickets*

##### B. **Domestic airline tickets**

*\*Provision of roundtrip domestic air tickets for 2 DOT OPMD representatives (must be rebookable with minimal fees)*

Number of pax	Date	Route	Class	Baggage Allowance
1	May 01, 2024	Manila to Cebu (0720H departure)	Economy Class	20kgs
	May 05, 2024	Bohol to Manila (1610H departure)		
1	May 01, 2024	Manila to Cebu (1735H departure)		
	May 07, 2024	Cebu to Manila (2010H departure)		

##### C. **Accommodation**

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

*\*Provision of early check-in upon arrival in Cebu (ETA 9AM)*

Check-in Dates	Location	Hotel	Room Type	Number of rooms
April 30 to May 04, 2024 (5D/4N)	Punta Engano Rd., Mactan Island, Cebu	5-star DOT-accredited property or similar	Single-Occupancy	7 rooms
May 04 to 07, 2024 (4D/3N)	Brgy Doljo, Panglao Island	5-star DOT-accredited property or similar		
April 30 to May 04, 2024 (5D/4N)	Punta Engano Rd., Mactan Island, Cebu	DOT-accredited accommodation based on EO 77		2 rooms
May 04 to 07, 2024 (4D/3N)	Brgy Doljo, Panglao Island			

#### D. Full Board Meals

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

Date	Type	Number of Pax	Remarks	
May 01, 2024 (Day 1)	Lunch	7 pax	Lunch at a local restaurant in Cebu with one round of drink	
	Dinner		Dinner at a local restaurant/hotel in Cebu with one round of drink	
May 02, 2024 (Day 2)	Lunch		Lunch at a local restaurant in Cebu with one round of drink	
	Dinner		Dinner at a local restaurant/hotel in Cebu with one round of drink	
May 03, 2024 (Day 3)	Lunch		Lunch at a local restaurant in Cebu with one round of drink	
	Dinner		Dinner at a local restaurant/hotel in Cebu with one round of drink	
May 04, 2024 (Day 4)	Lunch		Lunch at a local restaurant/hotel in Bohol with one round of drink	
	Dinner		Dinner at a local restaurant in Bohol with one round of drink	
May 05, 2024 (Day 5)	Dinner		Early dinner at a local restaurant in Bohol with one round of drink	
May 06, 2024 (Day 6)	Dinner		Early dinner at a local restaurant in Bohol with one round of drink	
May 07, 2024 (Day 7)	Lunch		Lunch at a local restaurant in Cebu with one round of drink	
	Dinner		Dinner at a local restaurant in Cebu with one round of drink	
May 01 to 07, 2024 (Days 1-7)	Lunch and dinner		3 pax	Meals for 3 DOT representatives based on EO 77 <i>*Except lunch for days 5 and 6</i>

#### E. 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
May 01 to 04, 2024	Coaster	1 Coaster	1 coaster, whole day use in Cebu with airport and seaport transfers
May 05 to 06, 2024	Van	2 Vans	2 vans, whole day use in Bohol with airport and seaport transfers
May 05, 2024	Dive Boat	1 Dive Boat	1 Dive Boat (15-20pax capacity with restroom), must be outsourced from a resort
May 07, 2024	Coaster	1 Coaster	1 coaster, whole day use in Cebu with airport and seaport transfers

#### F. Tours

*\*Must include all entrance and applicable fees for all 10 participants*

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

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

*\*Provision of 1 tour guide per vehicle*

DAY	ACTIVITY
May 01, 2024 (Day 1)	Mactan/Twin City Tour for all participants
May 02, 2024 (Day 2)	Kawasan Falls Activity and Cebu City Tour for all participants
May 03, 2024 (Day 3)	Sunset Cruise in Cebu City for all participants
May 05, 2024 (Day 5)	Island Hopping in Bohol with lunch for all participants
May 06, 2024 (Day 6)	Bohol Country Side Tour with ATV and lunch at Loboc River for all participants

**G. 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)*

**H. Travel Insurance**

*\*Provision of travel insurance for seven (7) 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 994,960.00**

***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 ASEAN.

**V. CONTACT PERSON**

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