

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : 2024 ASEAN Familiarization Trip (Indonesia leg)
INCLUSIVE DATES : May 18 to 22, 2024

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Indonesian market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip Program in partnership with Cebu Pacific Air and Indonesian Trade Agents, covering Boracay and Manila on May 18 to 22, 2024 composed of eight (8) hosted 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. An Indonesian-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for eight (8) hosted 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 hygiene kits for all participants;
- Van/Coaster 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. Accommodation

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

| Check-in Dates | Location | Hotel | Room Type | Number of rooms |
|-------------------------------|---------------------------------|---|------------------|-----------------|
| May 18 to 20, 2024 (3D/2N) | Station 1, White Beach, Boracay | 5-star DOT-accredited property or similar | Single-Occupancy | 8 rooms |
| May 20 to 22, 2024 (3D/2N) | Makati City | 5-star DOT-accredited property or similar | | |
| May 18 to 20, 2024 (3D/2N) | Station 1, White Beach, Boracay | DOT-accredited accommodation based on EO 77 | | 2 rooms |
| May 20 to 22, 2024 (3D/2N) | Makati City | | | |

B. Full Board Meals

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

| Date | Type | Number of Pax | Remarks |
|----------------------------------|------------------|---------------|---|
| May 18, 2024 (Day 1) | Breakfast | 8 pax | Breakfast upon arrival at a local restaurant/hotel in Pasay |
| | Lunch | | Lunch at a local restaurant in Boracay with one round of drink |
| | Dinner | | Dinner at a local restaurant/hotel in Boracay with one round of drink |
| May 19, 2024 (Day 2) | Dinner | | Dinner at a local restaurant in Boracay with one round of drink |
| May 20, 2024 (Day 3) | Lunch | | Lunch at a local restaurant in Boracay with one round of drink |
| | Dinner | | Dinner at a local restaurant/hotel in Makati with one round of drink |
| May 21, 2024 (Day 4) | Dinner | | Dinner at a local restaurant/hotel in Makati with one round of drink |
| May 22, 2024 (Day 5) | Dinner | | Early dinner at a local restaurant in Manila with one round of drink |
| May 18 to 22, 2024 (Days 1-5) | Lunch and dinner | 2 pax | Meals for 2 DOT representatives based on EO 77 *Except lunch for days 2 and 5 |

C. 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 18, 2024 (Day 1) | Coaster, van and private boat | 1 coaster and 2 vans | 1 coaster in Manila for breakfast and transfer back to the airport, 2 vans including private boat for Caticlan airport transfer to Boracay property |
| May 19, 2024 (Day 2) | Van | 1 Van | 1 van for whole day use in Boracay |
| May 20, 2024 (Day 3) | Van, private boat and coaster | Van, private boat and coaster | 2 vans including private boat for transfer from Boracay property to Caticlan airport, 1 coaster in Manila for airport transfer and dinner |
| May 22, 2024 (Day 5) | Coaster and van | 1 coaster and 1 van | 1 coaster, whole day use in Manila and airport transfer |

D. Tours

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

**Provision of English or Indonesian-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 18, 2024 (Day 1) | Bike Tour and Sunset Paraw Sailing for all participants |
| May 19, 2024 (Day 2) | Island hopping with lunch, Helmet Diving, Paddleboarding and Wellness Tour for all participants |
| May 22, 2024 (Day 5) | Manila City tour with lunch for all participants |

E. B2B Networking Event component

Provision of a function room in Makati for 90 pax including a simple set-up of sound system and projector, with managed buffet lunch and 2 rounds of drinks

F. Hygiene Kits

Provision of ten (10) hygiene kits for all participants containing hygiene kit (1 ecobag with alcohol, tissue, wipes, candies inside a pouch, local delicacies, dry bag and portable fan)

G. Travel Insurance

Provision of travel insurance for eight (8) 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 995,920.00

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

| | | |
|-----------------------|---|---|
| Contact Person | : | JUSTINNE AUBREY P. GUCE |
| 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 | : | <u>jcprovido@tourism.gov.ph</u> |

Noted by:

GWENDOLYN S. BATOON
OIC-Chief Tourism Operations Officer
Market Development Division