

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : 2024 ASEAN Familiarization Trip (Thailand leg)
INCLUSIVE DATES : May 20 to 24, 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 Thai Trade Agents, covering Manila and Cebu on May 20 to 24, 2024 composed of ten (10) 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 domestic and ASEAN tour groups within the last 4 years and Travel Trade and Media invitational from overseas within the last 5 years;
- 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 prize.
- D. Provision of a tour coordinator to assist guests throughout the travel period;
- 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;
- I. A Thai-speaking tour guide/coordinator is an advantage

III. SCOPE OF WORK DELIVERABLES

- Provision of international and domestic airline taxes (BKK-MNL-CEB-BKK) for six (6) international participants;
- Provision of international air tickets (BKK-MNL-CEB-BKK) for three (3) international participants;
- Provision of domestic air tickets (MNL-CEB-MNL) for two (2) DOT OPMD representatives;
- Provision of travel insurance for ten (10) 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/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. **International airline taxes and fees**

**Provision of roundtrip international and domestic airline taxes and fees for six (6) international participants (BKK-MNL-CEB-BKK)*

**Philippine Airlines will sponsor the international tickets*

B. **International airline tickets**

**Provision of roundtrip international tickets for three (3) additional participants (must be rebookable with minimal fees)*

Number of pax	Date	Route	Class	Baggage Allowance
3	May 19, 2024	Bangkok to Manila (1330H departure)	Economy Class	30kgs
	May 24, 2024	Cebu to Bangkok (2110H departure)		

C. Domestic airline tickets

**Provision of three (3) one-way domestic tickets for three (3) additional participants and two (2) roundtrip domestic air tickets for the DOT OPMD representatives (must be rebookable with minimal fees)*

Number of pax	Date	Route	Class	Baggage Allowance
5	May 22, 2024	Manila to Cebu (0815H departure)	Economy Class	30kgs
2	May 24, 2024	Cebu to Manila (2010H departure)		

D. Accommodation

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

Check-in Dates	Location	Hotel	Room Type	Number of rooms
May 20 to 22, 2024 (3D/2N)	Makati City	5-star DOT-accredited property or similar	Single-Occupancy	10 rooms
May 22 to 24, 2024 (3D/2N)	Punta Engano Rd., Mactan Island, Cebu	5-star DOT-accredited property or similar		
May 20 to 22, 2024 (3D/2N)	Makati City	DOT-accredited accommodation based on EO 77		2 rooms
May 22 to 24, 2024 (3D/2N)	Punta Engano Rd., Mactan Island, Cebu			

E. Full Board Meals

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

Date	Type	Number of Pax	Remarks	
May 20, 2024 (Day 1)	Dinner	10 pax	Lunch at a local restaurant in Makati with one round of drink	
May 21, 2024 (Day 2)	Dinner		Lunch at a local restaurant in Makati with one round of drink	
May 22, 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 23, 2024 (Day 4)	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 24, 2024 (Day 5)	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 20 to 24, 2024 (Days 1-5)	Lunch and dinner		2 pax	Meals for 2 DOT representatives based on EO 77

F. 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 20, 2024	Coaster	1 Coaster	1 coaster for airport transfer in Makati
May 21, 2024	Coaster	1 Coaster	1 coaster for whole day use in Manila
May 22, 2024	Coaster and van	1 Coaster and 1 van	1 coaster and 1 van, airport transfer in Manila and Cebu, and whole day tour in Cebu
May 23, 2024	Coaster	1 Coaster	1 coaster, whole day use in Cebu
May 24, 2024	Coaster	1 Coaster	1 coaster, whole day use in Cebu including airport transfer

G. Tours

**Must include all entrance and applicable fees for all 12 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 21, 2024 (Day 2)	Manila City tour with lunch for all participants
May 22, 2024 (Day 3)	Mactan City tour for all participants
May 23, 2024 (Day 4)	Kawasan Falls and Cebu city tour for all participants

H. Travel Kits

**Provision of twelve (12) 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)*

I. Travel Insurance

**Provision of travel insurance for ten (10) 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 996,080.00

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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