

**TECHNICAL SPECIFICATIONS
PROCUREMENT OF TRAVEL AND TOUR OPERATOR SERVICES IN
CONNECTION WITH THE DEPARTMENT'S PARTICIPATION TO THE
ASEAN TOURISM FORUM 2025**

21 January 2025 | Johor Bahru, Malaysia

(INTERNATIONAL AIRLINE TICKETS)

I. Background and Rationale

The ASEAN Tourism Forum (ATF) is the biggest and most important travel and tourism event in the ASEAN region since 1981. The hosting of the annual event is being rotated among the ten (10) ASEAN Member States (AMS) to provide an opportunity for the National Tourism Organizations (NTOs) to showcase their new destinations, products, and services to the global community.

The ATF has three (3) major components:

1. Government Meetings – the convening of ASEAN Tourism Ministers, Senior Tourism Officials and other tourism leaders to render decisions on the recommendations raised in the ASEAN Tourism Committees.
2. ASEAN NTOs Media Briefing - update the members of the media on the current tourism plans and programs of the AMS.
3. Travel Exchange (TRAVEX) – the longest-running annual ASEAN leisure travel event attended by international buyers and sellers including media, investors and product developers.

In addition, the ATF organizes an ASEAN Tourism Conference (ATC) to discuss current tourism trends and opportunities within the ASEAN bloc. Representatives from the government and private sector will attend. The ASEAN Tourism Standard Awards is also conducted alongside these events to recognize outstanding tourism establishments in ASEAN Member States.

II. Objective

As a member of the ASEAN National Tourism Organizations (ASEAN NTOs), the Department of Tourism is mandated to represent the Philippines in the ASEAN Tourism Cooperation meetings and as the next host of ATF 2026.

III. Requirements

in connection with the DOT's participation to the ATF 2025, the Office of Tourism Development Planning, Research and Information Management – Policy Formulation and International Cooperation Division (OTDPRIM-PFICD) requests for the procurement of a one-way international airline ticket, travel insurance and additional excess baggage allowance for the DOT personnel on 21 January 2025, to wit:

1. First Name: VERNA ESMERALDA
Middle Name: COVAR
Last Name: BUENSUCESO
Sex: Female
Date of Birth: 11 March 1965
Passport Number: S0031870A
Contact Number: 09988847706

Email Address: ird@tourism.gov.ph

2. First Name: ALEX
Middle Name: MALLARI
Last Name: MACATUNO
Sex: Male
Date of Birth: 30 March 1969
Passport Number: S0034392A
Contact Number: 09985925762
Email Address: ird@tourism.gov.ph
3. First Name: JEM MICAIAH
Middle Name: MERCADO
Last Name: TURLA
Sex: Female
Date of Birth: 14 March 1991
Passport Number: S0025397A
Contact Number: 09178745670
Email Address: ird@tourism.gov.ph
4. First Name: KIM BENEDICT
Middle Name: BAUTISTA
Last Name: VITO
Sex: Male
Date of Birth: 19 October 1997
Passport Number: S0025400A
Contact Number: 09958479939
Email Address: ird@tourism.gov.ph
5. First Name: MYLENE
Middle Name: DONASCO
Last Name: TALANA
Sex: Female
Date of Birth: 25 August 1988
Passport Number: S0032909A
Contact Number: 09666143948
Email Address: ird@tourism.gov.ph

Flight Information:

Departure Date: 21 January 2025

Point of Origin: Johor, Malaysia

Point of Destination: Manila, Philippines

Time of Departure: Anytime

Note: Option to change route should there be no available flights to Manila, Philippines from Johor, Malaysia. Possible option is to book flights via Singapore Changi Airport as the nearest gateway to Johor, Malaysia.

Also, provision of van rental from Johor, Malaysia to Singapore Changi Airport must be within the allotted budget of the Department inclusive of all applicable charges.

Additional requirements:

- a. International airline tickets must be refundable and re-bookable.
- b. Luggage allowance for check-in per pax must not be less than 20 kilos but not more than 30 kilos per pax, with a hand-carry of 7kls. each
- c. With additional 20 kilos for 2 pax, Mr. Alex Macatuno and Mr. Kim Benedict Vito
- d. With travel insurance per pax.

IV. Budget

The allocated budget for the one-way international airline ticket (with travel insurance and excess baggage allowance for 2 pax – Mr. Macatuno and Mr. Vito) to be procured through the services of a travel and tour operator amounting to Two Hundred Twenty-One Thousand Seven Hundred Sixty-Nine Pesos and 66/100 (PhP221,769.66) chargeable against OTDPRIM GAA Fund FY 2025, inclusive of all applicable taxes, government procedure, and send bill arrangement.

V. Contact Person:


MYLENE D. TALANA

Tourism Operations Officer I

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Viber Number: 09666143948

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Policy Formulation and International Cooperation Division (PFICD)

Approved by:


WARNER M. ANDRADA
Director, OTDPRIM 