

TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services
PROJECT TITLE : French Media Familiarization Trip (Metro Manila and North Luzon)
INCLUSIVE DATES : March 20 to 31, 2025

I. BACKGROUND

The return of Air France to the Philippines' capital, Manila, during the winter 2024-2025 season, marks more than two decades since it last served the Manila-Paris route in 2004. The last direct flights operated by Air France to the Philippines were in 2004, before the airlines suspended services following its merger with KLM.

In line with the Department's market development initiatives to foster new connections and improve existing network connectivity, the Philippine Department of Tourism (PDOT) pursues a familiarization trip covering Metro Manila and North Luzon on March 20 to 31, 2025 composed of two (2) French media participants.

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 familiarization trip.

II. MINIMUM REQUIREMENTS:

- A. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- B. Must be willing to provide services on send-bill arrangement;

III. SCOPE OF WORK DELIVERABLES

- Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;

COMPONENTS:

A. Accommodation

**(can request for late check-out, if possible)*

Check-in Dates	Location	Hotel	Room Type	Number of rooms
March 20 to 21, 2025 (2D/1N)	Newport, Pasay City with wellness facilities	5 star DOT-accredited property or establishment with breakfast	Single-Occupancy	2 rooms
March 22 to 23, 2025 (2D/1N)	Banaue	DOT-accredited property or establishment		
March 23 to 24, 2025 (2D/1N)	Bontoc			
March 24 to 26, 2025 (3D/2N)	Sagada			
March 26 to 27, 2025 (2D/1N)	Kalinga			
March 28 to 29, 2025 (2D/1N)	Zambales	4 to 5 star DOT-accredited property or establishment	Single-Occupancy	2 rooms
March 29 to 30, 2025 (2D/1N)	Clark	4 to 5 star DOT-accredited property or establishment with breakfast		
March 30 to 31, 2025 (2D/1N)	Makati City with wellness facilities	5 star DOT-accredited property or establishment with breakfast		

B. Meals

**Food and dietary restrictions of the participants to follow, if any. All meals must include one round of drinks.*

Date	Type	Number of Pax	Remarks
March 20, 2025	Dinner	2	Dinner at a local restaurant/hotel in Manila with one round of drink
March 21, 2025	Lunch	2	Lunch at a local restaurant/hotel in Manila with one round of drink
	Dinner	2	Dinner at a local restaurant with one round of drink
March 22, 2025	Breakfast	2	Breakfast at a local restaurant in Banaue with one round of drink
	Lunch	2	Lunch at a local restaurant in Banaue with one round of drink
	Dinner	2	Dinner at a local restaurant in Banaue with one round of drink
March 23, 2025	Breakfast	2	Packed breakfast
	Lunch	2	Lunch at a local restaurant in Bontoc with one round of drink
	Dinner	2	Dinner at a local restaurant in Bontoc with one round of drink
March 24, 2025	Breakfast	2	Breakfast in Bontoc with one round of drink
	Lunch	2	Lunch at a local restaurant in Sagada with one round of drink
	Dinner	2	Dinner at a local restaurant in Sagada with one round of drink
March 25, 2025	Breakfast	2	Packed breakfast
	Lunch	2	Lunch at a local restaurant in Sagada with one round of drink
	Dinner	2	Dinner at a local restaurant in Sagada with one round of drink
March 26, 2025	Breakfast	2	Breakfast in Kalinga with one round of drink
	Lunch	2	Lunch at a local restaurant in Kalinga with one round of drink
	Dinner	2	Dinner at a local restaurant in Kalinga with one round of drink
March 27, 2025	Breakfast	2	Breakfast in Kalinga with one round of drink
	Lunch	2	Lunch at a local restaurant in Kalinga with one round of drink
	Dinner	2	Dinner at a local restaurant with one round of drink
March 28, 2025	Breakfast	2	Breakfast at a local restaurant in Zambales with one round of drink
	Lunch	2	Lunch at a local restaurant in Zambales with one round of drink
	Dinner	2	Dinner at a local restaurant in Zambales with one round of drink
March 29, 2025	Breakfast	2	Packed breakfast
	Lunch	2	Lunch at a local restaurant in Tarlac/Pampanga with one round of drink
	Dinner	2	Dinner at a local restaurant in Clark with one round of drink
March 30, 2025	Lunch	2	Lunch at a local restaurant in Manila with one round of drink

	Dinner	2	Special dinner at a local restaurant in Makati (tasting menu, 8-course meal)
March 31, 2025	Lunch	2	Lunch at a local restaurant in Manila with one round of drink

C. Tourist Transport Services:

**Includes drivers' fee, meals and accommodation, parking and entrance fees, roundtrip airport transfers, cold towels, and bottled water onboard;*

**Airport representatives assisting arriving and departing participants*

DAY	TYPE	QUANTITY	ROUTE/REMARKS
March 20, 2025	Van	1 van	1 van for hotel transfer and dinner in Manila
March 21, 2025	Van	1 van	1 van for whole day use in Manila; Manila to Banaue (20-22 hrs)
March 22, 2025	Van	1 van	1 van for whole day use in Banaue (12-14 hrs)
March 23, 2025	Van	1 van	1 van Banaue to Bontoc; Whole day use in Bontoc (12-14 hrs)
March 24, 2025	Van	1 van	1 van Bontoc to Sagada; Whole day use in Sagada (12-14 hrs)
March 25, 2025	Van	1 van	1 van for whole day use in Sagada (12-16 hrs)
March 26, 2025	Van	1 van	1 van Sagada to Kalinga; Whole day use in Kalinga (12-14 hrs)
March 27, 2025	Van	1 van	1 van for whole day use in Kalinga; Kalinga to Zambales (20-22 hrs)
March 28, 2025	Van	1 van	1 van for whole day use in Zambales (12-14 hrs)
March 29, 2025	Van	1 van	1 van for whole day use in Zambales; Zambales to Clark (12-14 hrs)
March 30, 2025	Van	1 van	1 van Clark to Manila; Whole day use in Manila (20-22 hrs)
March 31, 2025	Van	1 van	1 van for whole day use in Manila (12-14 hrs)

D. Tours

**All activities must include all entrance fees and applicable fees for two (2) participants;*

**Provision of a DOT-accredited English or French speaking tour guide and local tour coordinator to assist guests throughout the tours; and*

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

**Ground arrangement for the guided tours and experiences including entrance and environmental fees, portorage fees, and equipment/gear rental fees;*

DAY	TIME	ACTIVITY
March 21, 2025	AM	Wellness Experience
	PM	Manila City Tour
March 22, 2025	AM	Mayoyao Rice Terraces Tour
	PM	Local community immersion (Pfoto' Ad Majawjaw)
March 23, 2025	AM	Mt. Kupapey Tour
	PM	Maligcong Rice Terraces Tour
March 24, 2025	AM	Sumaguig Cave Tour
	PM	Lumiang Cave tour
March 25, 2025	AM	Marlboro Hills and Blue Soil Tour
	PM	Hanging Coffins and Echo Valley Tour
March 26, 2025	PM	Buscalan Tattoo Village
March 27, 2025	AM	Awichon Cultural Village

	PM	Local community immersion
March 28, 2025	AM	Island hopping (Anawangin, Capones Island, Camara)
March 29, 2025	AM	Mt. Pinatubo Tour
March 30, 2025	AM	Wellness experience
	PM	Poblacion Food/ Pub Crawl

E. Travel Insurance

Provision of travel insurance for two (2) 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.

F. Travel Kits

Provision of two (2) travel kits for all participants containing personalized tote bag, alcohol, tissue, wipes, dry bag, and portable fan.

IV. BUDGET


TOTAL BUDGET: PHP 654,325.94

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. 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 price.

Project expenses to be charged to the approved DOT 2024 Trust Liability Account (TLA) Funds

V. CONTACT PERSON

Contact Person :  **LYNNE ANGENIKA O. CASTILLO**
Address : Office of Market Development
5F The New DOT Building
351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
Email Address : locastillo@tourism.gov.ph

Noted by:


AZUCENA C. PALLUGNA
Director,
Office of Market Development