

## **TECHNICAL SPECIFICATIONS**

I. **PROJECT:** Procurement of services of a tour operator / travel agent for the international air tickets in relation with the DOT participation in the Arabian Travel Market (ATM) 2025

II. **BACKGROUND:**

The Department of Tourism (DOT) is in need of the services of a DOT-accredited, Metro Manila-based tour operator or travel agent (preferably IATA member) engaged in the business of providing international air tickets in connection with the official travel of the Supervising Administrative Officer of the Administration and Finance to Dubai, UAE to participate in the Arabian Travel Market (ATM) 2025, which will be held on April 28 to May 1, 2025 at the Dubai World Trade Center.

III. **OBJECTIVES:**

The following are the Department's objectives for its participation in the ATM 2025:

- Strengthen business linkages, explore new marketing partnerships and network with key Middle East travel and tourism stakeholders and influencers to sustain a strong interest for Philippine destinations and products;
- To amplify the country's positioning in Middle East marketplace, promote holiday packages and destinations among travel and tourism stakeholders in both markets; and
- To support the Secretary's directive to diversify product portfolio through multidimensional tourism, grow international markets, and with the assistance of tourist private sector, develop specific travel programs for each of the country's tourist markets.

IV. **MINIMUM REQUIREMENTS**

- A. Must be a DOT-accredited tour operator or travel agent, and based in Metro Manila;
- B. Must be willing to provide services on send-bill arrangement;
- C. Must be have experience in handling DOT travel arrangements within the last two years

V. **SCOPE OF WORK**

1. **One (1) Manila-Dubai-Manila economy class air tickets**

Itinerary:

Date:	Route:	Flight details and timings:	Remarks:
April 26, 2025	Manila-Dubai, UAE	preferably morning flight from Manila	
May 03, 2025	Dubai-Manila	preferably morning flight from Dubai	

Passenger:

- Blando C. Soriano – Supervising Administrative Officer, Budget Division

**Travel Insurance: International travel insurance for up to 8 days to Asia / Middle East**

**Luggage Allowance: 30 kgs. per way**

**Other Requirements:**

- Airline tickets must be re-bookable and refundable
- Includes international travel insurance
- Show breakdown of quotation (taxes and charges, fuel charges and service charges)
- Financial bid/proposal shall be in Philippine currency

**VI. APPROVED BUDGET OF THE CONTRACT**

The total Approved Budget for the Contract is **SEVENTY-SEVEN THOUSAND NINE HUNDRED SIXTY-SIX PESOS AND 42/100 (P77,966.42) ONLY**, inclusive of all government taxes.

**VII. CONTACT PERSON:**

Contact Person: **BLANDO C. SORIANO**  
Supervising Administrative Officer

Address: 4F DOT Building, 351 Sen. Gil Puyat Avenue, Makati City 1200  
Contact Number: (632) 8459-5200 local 412  
Email Address: [soriano\\_blando@yahoo.com](mailto:soriano_blando@yahoo.com)

Approved by:

  
**MILAGROS Y. SAY**  
Director, Planning Service