

TECHNICAL SPECIFICATIONS

BIDDER	:	Tour Operator / Ground Handling Services
PROJECT TITLE	:	ASEAN Familiarization Trip (Vietnam) 2025
INCLUSIVE DATES	:	May 26 to 30, 2025
DESTINATION	:	Coron and Manila

I. BACKGROUND

In line with the Department's market development initiatives to sustain its presence in the Vietnamese market, the Philippine Department of Tourism (PDOT) pursues a Familiarization Trip Program, in partnership with the Vietnam Airlines and Vietnamese Travel Trade agents, covering Coron and Manila on May 26 to 30, 2025. The group will be composed of six (6) hosted participants and two (2) OMD-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 aforementioned ASEAN Familiarization Trip.

II. MINIMUM REQUIREMENTS:

- A. Must be accredited by the Department of Tourism;
- B. Must have handled DOT domestic and ASEAN tour groups within the last 4 years and Trade and Media invitational from overseas within the last 2 years;
- C. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
- D. Must be willing to provide services on send-bill arrangement;
- E. A Vietnamese-speaking tour guide/coordinator is an advantage.

III. SCOPE OF WORK DELIVERABLES

- Payment of airline taxes and other related surcharges for the complementary international and domestic tickets;
- Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;

COMPONENTS:

A. International Airline Taxes

Payment of airline taxes and other related surcharges for the complementary international tickets for six (6) pax;

B. Domestic Air Tickets

** Provision of roundtrip domestic air tickets for the six (6) Vietnamese participants and two (2) DOT representatives, must be rebookable with minimal fees*

Number of pax	Date	Route	Time	Class	Baggage
8	May 26, 2025	Manila to Coron	06:10H-07:20H	Economy	With at least 30 kgs
8	May 29, 2025	Coron to Manila	11:30H-12:30H	Class	With at least 30 kgs

C. Accommodation

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

Check-in Dates	Location	Hotel	Room Type	Number of rooms
May 26 to 29, 2025 (4D/3N)	Coron, Palawan	4-star DOT-accredited property or similar	Single-Occupancy	6 rooms
May 29 to 30, 2025 (2D/1N)	Makati City	5-star DOT-accredited property or similar		
May 26 to 29, 2025 (4D/3N)	Coron, Palawan	DOT-accredited accommodation based on EO 77		2 rooms
May 29 to 30, 2025 (2D/1N)	Makati City			

D. Meals

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

Date	Type	Number of Pax	Remarks
May 26, 2025	Breakfast	6 pax	Breakfast upon arrival at airport

(Day 1)	Lunch		Lunch at a local restaurant/resort in Coron with one round of drink
	Dinner		Dinner at a local restaurant/resort in Coron with one round of drink
May 27, 2025 (Day 2)	Dinner		Dinner at a local restaurant/resort in Coron with one round of drink
May 28, 2025 (Day 3)	Dinner		Dinner at a local restaurant/resort in Coron with one round of drink
May 29, 2025 (Day 4)	Lunch		Lunch at a local restaurant/hotel in Manila with one round of drink
	Dinner		Dinner at a local restaurant/hotel in Manila with one round of drink
May 26 to 29, 2024 (Days 1-4)	Lunch and dinner	2 pax	Meals for 2 DOT representatives based on EO 77 *except day 2 and 3 lunch

E. Tourist Transport Services:

*Use of coaster(s) and van(s) for tours includes professional drivers' fee, meals and accommodation, parking, toll fees and entrance fees, ferry portorage fees and boat rides (if any) and bottled water onboard.

*Provision of airport representative to assist guests upon arrivals and departure in airport

DAY	TYPE	QUANTITY	ROUTE/REMARKS
May 26, 2025 (Day 1)	Van	2	Whole day in Coron with airport transfers
May 27, 2025 (Day 2)	Van	1	Whole day in Coron with port transfer
May 28, 2025 (Day 3)	Van	1	Whole day in Coron with port transfer
May 29, 2025 (Day 4)	Van	2	Airport transfer in Coron
	Coaster and Van	1 each	Whole day in Manila with airport transfers
May 30, 2025 (Day 5)	Coaster and Van	1 each	Airport transfer in Manila

F. Tours

*Must include all entrance, gear rental fees and applicable fees for all participants

*Provision of English speaking tour coordinator with DOT-accredited tour guide in every tour/activity and vehicle to assist guests

*Provision of refreshments inside the vehicle during the tours

*Island tours must be from an in-house tour provider

DAY	ACTIVITY
May 26, 2025 (Day 1)	Half-day Coron Town Tour
May 27, 2025 (Day 2)	Private Coron Ultimate Tour
May 28, 2025 (Day 3)	Private Coron Island Escapade Tour and Wellness Activity
May 29, 2025 (Day 4)	Half-day Manila City Tour

G. Supplies and Materials

Provision of eight (8) supplies and materials for all participants containing 1 ecobag with 70% isopropyl alcohol, tissue, wipes, candies inside a pouch, portable fan, and 10L dry bag

H. Travel Insurance

Provision of travel insurance for six (6) participants covering medical treatments including COVID-19 related claims, trip cancellation, delay, interruption, medical expenses, emergency medical evacuation and loss or damage of baggage from the time the trip began from the international point of origin and terminates at the end of the itinerary at the point of arrival. The bidder must have the capacity to advance the hospitalization expenses for injuries within the Philippines

IV. BUDGET


TOTAL BUDGET: PHP 989,880.00

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 2025 Work and Financial Plan of the OMD-MDD ASEAN.

V. CONTACT PERSON

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APPROVED BY:


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