

## TECHNICAL SPECIFICATIONS

BIDDER : Tour Operator / Ground Handling Services  
 PROJECT TITLE : NEW ZEALAND AGENTS FAMILIARIZATION TOUR  
 INCLUSIVE DATES : October 17-23, 2024

### I. BACKGROUND

In line with the Department's initiatives to promote the Philippines, the Philippine Department of Tourism (PDOT) through PDOT Sydney pursues a Familiarization Tour in Manila and Cebu October 17-23, 2024 composed of (12) international 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 Familiarization Tour.

### II. MINIMUM REQUIREMENTS:

- Must be accredited by the Department of Tourism;
- Must be accredited by the Philippine Government Electronic Procurement System (PhilGEPS);
- Specialization in handling Australian tourists is an advantage.
- Must be willing to provide services on send-bill arrangement.

### III. SCOPE OF WORK DELIVERABLES

- Provision of travel insurance for four (1) DOT representative 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, domestic air tickets with baggage allowances, environmental fees, portage 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 and dinner);
- Provision of tour kits for all participants;
- Van Rental (inclusive of professional driver fees, drivers' meals and applicable toll fees)
- Ground arrangements (inclusive of roundtrip international and domestic airfares with baggage allowance, single-occupancy accommodation, tourist transport services with social distancing considerations, full board meals and snacks, and tour packages with activities, toll and entrance fees);
- Provision of group travel insurance for each participant in case of emergency, trip cancellation or emergency trip termination;
- Must be capable of advancing hospital bills of injured participant (if any) whenever required and within the prescribed insurance provisions;
- Provision of a English-speaking tour coordinator to assist guests throughout the travel period;
- Must allow rebooking dates for air tickets and accommodation
- Provision of participant's guidebook that includes itinerary, contact details, and description of destinations;
- Provision of airport representative to assist guests upon arrival and departure in airport; and

#### **COMPONENTS:**

Below are the components to be included in the services based on the itinerary:

Item Description	Remarks
October 17, 2024 Day 1 Arrival in Manila International Airport	
Arrival in Manila International Airport	<i>English speaking guide and Intas Coordinator Porter and luggage handling on separate van, Welcome lei, bottled water, cold towel, and welcome pack : Philippine Map, drinks , and dried mango</i>
Overnight at MNL Hotel	<i>using Deluxe Room with breakfast</i>
October 18, 2024 Day 2 MNL City Tour	
MNL City Tour	<i>using private roundtrip air conditioned transportation , English speaking guide and Intas Coordinator, 2 bottled water per person, entrance fees</i>
Lunch at a local restaurant	<i>family style lunch with 1 round of drinks</i>
Dinner at the hotel	<i>family style dinner with 1 round of drinks</i>
Overnight at MNL Hotel	<i>using Deluxe Room with breakfast</i>

October 19, 2024 Day 3 Day 2 MNL City Tour	
MNL City Tour	<i>using private roundtrip air conditioned transportation , English speaking guide and Intas Coordinator, 2 bottled water per person, entrance fees; inspection of facilities and B2B with industry players</i>
Lunch at a local restaurant	<i>family style lunch with 1 round of drinks</i>
Dinner at the hotel	<i>family style dinner with 1 round of drinks</i>
Overnight at MNL Hotel	<i>using Deluxe Room with breakfast</i>
October 20, 2024 Day 4 MNL -Cebu	
Check-out. Transfer to the airport.	<i>using private transportation, english speaking guide &amp; coordinator</i>
<i>Flight: MNL to Cebu</i>	
<i>**Upon arrival in Cebu drive to Hotel in CBU</i>	
Dinner at the hotel	<i>family style dinner with 1 round of drinks</i>
Overnight at CBU Hotel	<i>using Deluxe Room with breakfast</i>
October 21, 2024 Day 5 CBU Tour	
TBA Cebu Tour	<i>using private transportation, with english speaking guide and coordinator, entrance fees; inspection of facilities and B2B with industry players</i>
Lunch at a local restaurant	<i>family style lunch with 1 round of drinks</i>
Dinner at a local restaurant	<i>family style dinner with 1 round of drinks</i>
Overnight at CBU Hotel	<i>using Deluxe Room with breakfast</i>
October 22, 2024 Day 6 Cebu to New Zealand	
Check-out. Transfer to the airport.	<i>using private transportation, with english speaking guide and coordinator</i>
<i>Flight: Cebu to Auckland</i>	
<i>Transfer to airport for international flight</i>	

*\*Provision of English speaking coordinator/tour guide/s in every tour/activity*

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

**A. Travel Insurance**

*Provision of travel insurance 1 DOT representative 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.*

**B. Welcome Kit and Giveaways**

Quantity	Inclusion per Kit
13 sets	

	<ul style="list-style-type: none"> <li>● Hygiene Kit <ul style="list-style-type: none"> <li>○ 1 pack wet wipes (25s)</li> <li>○ 1 spray bottle alcohol (at least 60 ml)</li> <li>○ 1 Reusable Plastic Container for Drinking (500ml)</li> </ul> </li> </ul>
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**IV. BUDGET**

The total budget for this project is PHP 900,000.00 (NINE HUNDRED THOUSAND PESOS ) inclusive of all applicable taxes and should cover all requirements enumerated above. The 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 2023 Branding Funds.