



22 March 2022

REQUEST FOR QUOTATION

The Philippine Department of Tourism - London is inviting qualified companies to send quotations for **Familiarisation Trip to the Philippines for Italian Tour Operators**.

Attached for your guidance is the detailed Terms of Reference.

Please submit your proposal and required supporting documents on or before **28 March 2022** to proposals@itsmorefuninthephilippines.co.uk.

Thank you and we look forward to receiving your proposals.

Sincerely yours,

GERARD O PANGA

Tourism Attaché

Philippine Department of Tourism - London

TERMS OF REFERENCE

Project Title: Familiarisation Trip to the Philippines for Italian Tour Operators
Job Specification: Philippine Specialist Tour Operator
Famtrip Date : April 20 to 29, 2022 (exclusive of international flight time)

A. BACKGROUND / PURPOSE / OBJECTIVES

The Department of Tourism needs the services of a Philippine Specialist Tour Operator based in Italy specializing in organising trips to the Philippines to ensure the smooth implementation of the Familiarisation Trip project. This is part of the Department's efforts to continue with market development activities and support tourism recovery initiatives for the country.

B. CAPABILITY REQUIREMENTS

- Must be a full-service Philippine Specialist Tour Operator registered and operating in Madrid (Spain) / Rome or Milan (Italy)
- Must have experience in organising all-inclusive trips to the Philippines for Italian/ Spanish clients

C. FAMILIARIZATION TRIP REQUIREMENTS

Number of participants:	6 tour operator + 1 escort
Date of Arrival in the Philippines:	20 April
Date of Departure from the Philippines:	29 April
Destinations:	Manila/Clark-Puerto Princesa-Coron
Itinerary:	Please refer to the attached draft itinerary (Annex A)

Requirements:

The Philippine Specialist Tour Operator is expected to coordinate, book, arrange and deliver the following services/requirements according to the number of participants and draft itinerary:

1. Taxes and surcharges for international air tickets sponsored by Turkish Airlines
2. Room accommodations inclusive of breakfasts in DOT-accredited hotel and resorts in all destinations as per itinerary (single occupancy)
3. Economy class domestic flights
4. Land transportation – airport transfers and sightseeing tours
5. Boat transportation to and from the destination as required
6. Sightseeing tours in destinations (inclusive meals, tour guide, all admission fees)
7. Services of a DOT-accredited Spanish/Italian-speaking tour guide in all destinations
8. Services of an English-speaking Airport Coordinator
9. All airport/port Terminal Fees and Environmental Fees in all destinations, if needed.
10. COVID tests prior for entry to/exit from the Philippines (if required by the Philippine and Italian government)
11. Local RT-PCR or Anti-gen Test (if required by the local destination)

12. Sanitation and Hygiene Kit
13. All meals and non-alcoholic drinks during meals

Exclusions:

1. International and domestic Travel insurance
2. Tips, portorage fees and gratuities

D. BUDGET ALLOCATION, PAYMENT PROCEDURE AND TIMEFRAME

1. Budget Estimate: Php720,000 or Euro12,000 inclusive of all applicable taxes and fees
2. Payment Procedure: Payment will be based on the terms agreed according to normal business practice in Spain/Italy accompanied supporting documents
3. Contract Timeframe: until full delivery of services required (may be specified in the contract).

The winning quotation shall be determined by PDOT based on the compliance with and responsiveness to the Terms of Reference and most advantageous financial package cost, provided that the bid amount does not exceed the approved budget for the contract (ABC).


E. DOCUMENTARY REQUIREMENTS

1. Proposal/Quotation (please indicate all the deliverables as stated in the Terms of Reference)
2. Company Background with Sample of Works
3. Business Registration
4. Latest Tax Clearance / VAT Certificate
5. Signed Terms of Reference (Conforme)

All documents should be in English or have English translations/equivalent.

Prepared by:

Conforme:



GERARD O. PANGA

Tourism Attache

Philippine Department of Tourism-London

Name:

Title:

Company:

ANNEX A - ITINERARY

- Apr. 20 Arrival in MNL; check in hotel for 2-night stay (FOC Hotel sponsor – Belmont Hotel)
Dinner with program for the DOT Euro Mega Fam Tour Participants
- Apr. 21 AM Taal Town heritage tour with lunch
Late PM Attend the Farewell Dinner Reception of the WTTC Global Summit at the
Marriott Manila
- Apr. 22 Depart MNL for Puerto Princesa. Check in hotel upon arrival
- Apr. 22-25 3-night stay with tour of the city, and Puerto Princesa Underground River
- Apr. 25 Depart Puerto Princesa for Coron.
Apr. 25-29 Check-in resort 4-night stay (Option: Resort sponsor -Club Paradise
Palawan)
*with island-hopping tour
- Apr. 29 Depart Coron for Manila.
Depart Manila for Italy

International flights sponsored by Turkish Airlines – taxes only to be paid

Itinerary may be subject to change. All changes should still be within the allocated budget.
