



22 March 2022

REQUEST FOR QUOTATION

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

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: Spanish Tour Operators Familiarisation Trip to the Philippines
Job Specification: Philippine Specialist Tour Operator
Famtrip Date : 20 - 29 April 2022

A. BACKGROUND:

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.

This is part of the Philippines Mega Fam Tours in support of the WTTC Global Summit. It will be attended by 6 of the most important tour operators/travel agencies in Spain:

- Viajes El Corte Inglés / Tourmundial
- Ávoris
- Atrápalo
- Logitravel
- TUI Spain
- CATAI

B. CAPABILITY REQUIREMENTS

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

C. FAMILIARIZATION TRIP REQUIREMENTS

Number of participants:	7
Date of Arrival in the Philippines:	20 April 2022
Date of Departure from the Philippines:	29 April 2022
Destinations:	Manila (April 20 – 22) Laoag (April 22 – 25) Boracay (April 25 – 29)
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-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 Spanish 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:

Bea M Panga

GERARD O. PANGA
Tourism Attache
Philippine Department of Tourism-London

Name:
Title:
Company:

ANNEX A - ITINERARY

Destinations: **Manila-Laoag-Vigan-Boracay** (Apr 20-29)

- Apr. 20** PM Arrival in MNL (must arrive early PM to make it to the meg fam tour dinner
*MNL Stay: 2-night (FOC Belmont or Savoy at Resorts World Manila)
*Dinner with program for the DOT Euro Mega Fam Tour Participants (FOC)
- Apr. 21** AM Inspection of Resorts World Manila; BGC tour with lunch at the restaurant of Ambassador Philippe Lhuillier at the Palacio de Memoria <https://www.palaciodememoria.com/about/gallery/>

Late PM Attend the Farewell Dinner Reception of the WTTC Global Summit at the Marriott Manila
- Apr. 22** Depart MNL for Laoag
3-night stay at Fort Ilocandia Hotel
- Apr. 22-25** Highlights: Laoag, Pagudpod, Vigan
- Apr. 25** Depart Laoag for MNL or Clark for Caticlan, Boracay
- Apr. 25-29** Check-in 4-night stay Belmont Hotel (FOC)
Boracay highlights: wellness, food & bar crawl, island hopping, sunset sailing, intro diving
- Apr. 29** Depart Caticlan for Manila, Cebu or Clark to connect to flight back to Spain

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.
