Bids and Awards Committee

SUPPLEMENTAL/BID BULLETIN ADDENDUM NO. 2019-031

The Tourism Promotions Board (TPB), through its Bids and Award Committee (BAC) would like to inform all prospective bidders of the following changes in **Technical Specifications and Date of Implementation in connection with the Services of a Tour Operator for the implementation of Buyers Post Tours for the Philippine Travel Exchange 2019**.

ACTIVITY	SPECIFICATIONS	REVISED SPECIFICATION
DATE OF POST TOUR	August 31 – September 3, 2019	October 23-26, 2019
Lot 1: /3 Modules (Lot 1 - Module 1) Sagada – La Union	<u>Sagada – La Union: 21 Buyers + 2 –</u> <u>DOT/TPB</u> <u>Minimum pax guarantee</u> : 10 Buyers	<u>Sagada – La Union : 21 Buyers + 2 –</u> <u>DOT/TPB</u> <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
(Lot 1 - Module	<u>Batangas – Tagaytay: 19 BUYERS +</u> <u>2 – DOT/TPB</u> <u>Minimum pax guarantee</u> : 10 Buyers	<u>Batangas – Tagaytay : 19 BUYERS +</u> <u>2 – DOT/TPB</u> <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
2) Batangas – Tagaytay (Lot 1 - Module 3)	<u>Ilocos Sur and Norte: 19 BUYERS +</u> <u>2 – DOT/TPB</u> <u>Minimum pax guarantee</u> : 10 Buyers	<u>Ilocos Sur and Norte : 19 BUYERS +</u> <u>2 – DOT/TPB</u> <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
Ilocos Sur – Ilocos Norte	 Transportation: One (1) 25 seater coaster or minibus per module (2015 model or newer) with driver (inclusive of gas and parking fees.) Additional van for luggage per module (inclusive of driver and gas) 	 Transportation: One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (inclusive of gas and parking fees.) The option to use van instead of coaster or bus is applicable only to Sagada - La Union Tour Module. Additional van for luggage ner module
	 Regular Economy, rebookable and re routable domestic airline tickets with 20 kg. baggage allowance for a maximum of 22 pax 	 per module (inclusive of driver and gas) Regular Economy, re bookable and re routable domestic airline tickets with 20 kg. baggage allowance for a maximum of 22 pax (applicable

 Comprehensive Travel Insurance Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy 	 only for Ilocos Sur and Norte Module) Comprehensive Travel Insurance per pax Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy
Preferred Hotel or equivalent	Preferred Hotel or equivalent
category upon approval by TPB	category upon approval by TPB
SAGADA – Rock-Inn Orange Orchard	SAGADA- Rock-Inn Orange Orchard
LA UNION – Thunderbird Hotel	LA UNION – Thunderbird Hotel
BATANGAS – San Benito Farm/ Lima Park	BATANGAS – San Benito Farm/
Hotel	Lima Park Hotel
CAVITE – Taal Vista	CAVITE – Taal Vista
ILOCOS SUR – Sitio Remedios	ILOCOS SUR – Sitio Remedios
ILOCOS NORTE- Casa Consuelo	ILOCOS NORTE- Casa Consuelo
 Incentivized, interactive and experiential tours and activities preferred (approved by TPB) Incentivize Lunch and Dinner not less than Php2,000.00 per meal per pax including am and pm snack not less than Php500.00 per pax Note: Lunch and Dinner all throughout the duration of the tour are with one (1) round of drinks (choice of any beverage) Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) 	 and Twin Sharing Incentivized, interactive and experiential tours and activities preferred (approved by TPB) Incentivize Lunch and Dinner should not less than Php2, 000.00 per meal per pax. AM and PM snack should not less than Php500.00 per pax. Note: Lunch and Dinner all throughout the duration of the tour are with one (1) round of drinks (choice of any beverage) Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) Provision of Incentivized Tour
 Provision of Incentivized Tour Kit	Kit /Travel necessities – tissue,
/Travel necessities – tissue, wipes,	wipes, sanitizer/alcohol, mints,

 sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, etc.) First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) Stand-by paramedics. 	 mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, water dispenser on board, etc.) note: no logo of the tour operator for reusable tumbler. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) Tour Operator to provide meals for the team of paramedics escort (maximum of 6 pax) TPB to coordinate with the DOT regional offices.
 Provision of enough umbrellas on board for the participants in case it rains Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval Provision of 1 professional videographer and 1 professional 	 Provision of enough umbrellas on board for the participants in case it rains Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval Provision of 1 professional videographer/photographer to cover the tour per module and
 photographer to cover the tour per module and to provide a consolidated output stored in a USB drive to be distributed to each participant. Provision of snacks on board and cold towels and water dispenser. 	 output in the form of raw and edited files to be submitted to the Project Officer in a flash drive to given to the participants at the end of the tour. Provision of snacks on board and cold towels and water dispenser.
 Services of a Licensed DOT- accredited local English- speaking Tour Guide Entrance Fees/Environmental Fees 	 Services of a Licensed DOT- accredited local English- speaking Tour Guide Entrance Fees/Environmental Fees Airport Terminal Fees

	 Airport Terminal Fees Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) Provision for on-site related expenses as the need arises Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	 Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) Provision for on-site related expenses as the need arises Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module.
Lot 2: /2 Modules (Lot 2 - Module 1) Dakak – Dapitan- Misamis Occidental	Dakak – Dapitan- Misamis Occidental- 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> :10 BUYERS	Dakak – Dapitan- Misamis Occidental- 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
(Lot 2 - Module 2) Davao	Davao Region – 21 BUYERS + 2 DOT/TPB Minimum pax guarantee :10 BUYERS	Davao Region – 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
	 Scope of Work/ Deliverables: Transportation: One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (inclusive of gas and parking fees.) Additional van for luggage per module (inclusive of driver and gas) 	 Scope of Work/ Deliverables: Transportation: One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (inclusive of gas and parking fees.) The option to use van instead of coaster or bus is applicable only to Sagada - La Union Tour Module.
	 Regular economy, rebookable and re routable Domestic airline tickets with 20 kg baggage allowance for a maximum of 23 pax per module. 	 Additional van for luggage per module (inclusive of driver and gas) Regular economy, rebookable and re routable Domestic airline tickets with 20 kg baggage allowance for a maximum of 23 pax per module.

 Comprehensive Travel Insurance Regular Economy, rebookable and re routable domestic airline tickets with 20 kg. baggage allowance for a maximum of 23 pax Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy 	 Comprehensive Travel Insurance per pax Regular Economy, rebookable and re routable domestic airline tickets with 20 kg. baggage allowance for a maximum of 23 pax Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy Accommodation for Security Personnel, 1 Economy Room and Twin Sharing
Proferred Hotel or equivalent	C
Preferred Hotel or equivalent category upon approval by TPB Region IX – Dakak Beach and	Preferred Hotel or equivalent category upon approval by TPB Region IX – Dakak Beach and
Resorts	Resorts
Dipolog- Ariana Hotel Davao -	Dipolog- Ariana Hotel
Dusit Thani	Davao - Dusit Thani
Davao Samal – Pearl Farm	Davao Samal – Pearl Farm
 Incentivized, interactive and experiential tours and activities 	 Incentivized, interactive and experiential tours and activities
preferred (Please see attached	preferred (Please see attached
itinerary)	itinerary)
 Incentivize Lunch and Dinner not 	Incentivize Lunch and Dinner
less than Php2,000.00 per meal per	should not less than Php2,
pax including am and pm snack not	000.00 per meal per pax. AM
less than Php500.00 per pax	and PM snack should not less
Note: Lunch and Dinner all	than Php500.00 per pax. Note: Lunch and Dinner all
throughout the duration of the tour	throughout the duration of the
are with one (1) round of drinks	tour are with one (1) round of
(choice of any beverage)	drinks (choice of any beverage)
 Tour coordinators with at least three 	 Tour coordinators with at least
(3) years of experience (Provide TPB	three (3) years of experience
their curriculum vitae)	(Provide TPB their curriculum
Provision of itinerary booklet and	vitae) Provision of itinerary booklet
Directory of Foreign Embassies, DOT	-
Tourism Attachés and TPB Officials to	Embassies, DOT Tourism
all participants. (Content and design	Attachés and TPB Officials to all
subject to approval of TPB)	participants. (Content and
	design subject to approval of
 Description of the south the difference (2) 	TPB)
 Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, 	 Provision of Incentivized Tour Kit /Travel necessities – tissue,

	sanitizer/alcohol, mints, mosquito	wipes, sanitizer/alcohol, mints,
	repellent, disposable hooded emergency raincoat, towel, reusable tumbler, etc.	mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, water dispenser on board, etc.) note: no logo of the tour operator for reusable tumbler.
	First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) Stand-by paramedics.	 First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) Tour Operator to provide meals for the team of paramedics escort (maximum of 6 pax) TPB to coordinate with the
•	Provision of enough umbrellas on board for the participants in case it	 DOT regional offices. Provision of enough umbrellas on board for the participants in
	rains Provision of destination-based	case it rains Provision of destination-based
	Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval	 Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval
•	Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval	 Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval
	Provision of 1 professional videographer and 1 professional photographer to cover the tour per module and to provide a consolidated output stored in a USB drive to be distributed to each participant.	
•	Provision of snacks on board and cold towels and water dispenser.	 Provision of snacks on board and cold towels and water dispenser.
•	Services of a Licensed DOT-accredited local English-speaking Tour Guide	 Services of a Licensed DOT- accredited local English- speaking Tour Guide
-	Entrance Fees/Environmental Fees	 Entrance Fees/Environmental Fees Airport Terminal Fees

	 Airport Terminal Fees Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) Provision for on-site related expenses as the need arises Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	 Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) Provision for on-site related expenses as the need arises Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module.
Lot 3: / 3 Modules (Lot 3 - Module 1) Bohol – Cebu	<u>Number of participants</u> : Bohol – Cebu : 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> :10 Buyers	<u>Number of participants</u> : Bohol – Cebu : 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
(Lot 3 - Module 2) Siquijor- Dumaguete	Siquijor- Dumaguete: 20 BUYERS + 2 DOT/TPB Minimum pax guarantee :10 Buyers	Siquijor- Dumaguete: 20 BUYERS + 2 DOT/TPB Minimum pax guarantee : 10 Pax (including DOT/TPB)
(Lot 3 - Module 3) Camarines Sur - Sorsogon – Legazpi	Camarines Sur -Sorsogon – Legazpi: 20 BUYERS/ 2 DOT/TPB Minimum pax guarantee :10 Buyers	Camarines Sur -Sorsogon – Legazpi: 20 BUYERS/ 2 DOT/TPB Minimum pax guarantee : 10 Pax (including DOT/TPB)
	 Scope of Work/ Deliverables: Regular economy, rebookable and reroutable Domestic airlinetickets with 20 kg baggage allowance on the following: Bohol – Cebu : 23 Siquijor- Dumaguete: 22 Camarines Sur -Sorsogon – Legazpi: 22 Comprehensive Travel Insurance Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy 	 Scope of Work/ Deliverables: Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance on the following: Bohol – Cebu : 23 Siquijor- Dumaguete: 22 Camarines Sur -Sorsogon – Legazpi: 22 Comprehensive Travel Insurance per pax Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy Accommodation for Security, 1

		Economy Room and Twin
	, , , , , , , , , , , , , , , , , , ,	Sharing
	eferred Hotel or equivalent	Preferred Hotel or equivalent
	tegory upon approval by TPB	category upon approval by TPB
	bhol- Bellevue Hotel	Bohol- Bellevue Hotel
	ebu- Dusit Thani Hotel	Cebu- Dusit Thani Hotel
	quijor – Coco Groove	Siquijor – Coco Groove
	umaguete – Atmosphere Resort	Dumaguete – Atmosphere Resort
Le	gazpi –Hotel Oriental	Legazpi –Hotel Oriental
So	orsogon – Siama Hotel	Sorsogon – Siama Hotel
•	Transportation:	 Transportation:
•	One (1) 25 seater coaster or mini	 One (1) 25 seater coaster or
	bus per module (2015 model or	mini bus per module (2015
	newer) with driver (Inclusive of gas	model or newer) with driver
	and parking fees.)	(Inclusive of gas and parking
		fees.)
	Additional van for luggage per	 Additional van for luggage
	module (inclusive of driver and gas)	per module (inclusive of
		driver and gas)
	Incentivized Lunch and Dinner not	 Incentivize Lunch and Dinner
	less than Php2,000.00 per meal /	should not less than Php2,
	including am and pm snack (not less	000.00 per meal per pax. AM
	than Php500.00)	and PM snack should not less
	Natas Junch and Dianan all	than Php500.00 per pax. Note: Lunch and Dinner all
	Note: Lunch and Dinner all	
	throughout the duration of the tour	throughout the duration of the
	with one (1) round of drinks	tour with one (1) round of
	(choice of any beverage)	drinks (choice of any beverage)
	 Tour coordinators with at least 	 Tour coordinators with at least
	three (3) years of experience	three (3) years of experience
	(Provide TPB their curriculum	(Provide TPB their curriculum
	vitae)	vitae)
•	Provision of itinerary booklet and	 Provision of itinerary booklet
	Directory of Foreign Embassies, DOT	and Directory of Foreign
	Tourism Attachés and TPB Officials to	Embassies, DOT Tourism
	all participants. (Content and design	Attachés and TPB Officials to all
	subject to approval of TPB)	participants. (Content and
		design subject to approval of
		трв)
	Provision of Incentivized Tour Kit	 Provision of Incentivized Tour
	/Travel necessities – tissue, wipes,	Kit /Travel necessities – tissue,
	sanitizer/alcohol, mints, mosquito	wipes, sanitizer/alcohol, mints,
	repellent, disposable hooded	mosquito repellent, disposable
	emergency raincoat, towel, reusable	hooded emergency raincoat,
	tumbler, etc.)	towel, reusable tumbler, water
		dispenser on board, etc.)
		Note: no logo of the tour
		operator for reusable tumbler.
	First Aid Kit on board the second	-
	First Aid Kit on board the tour	 First Aid Kit on board the tour
	vehicle with basic medicines (antacid	vehicle with basic medicines

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	for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	(antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
•	Stand-by paramedics	 Tour Operator to provide meals for the team of paramedics escort (maximum of 6 pax) TPB to coordinate with the DOT regional offices.
	Provision of enough umbrellas on board for the participants in case it rains Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval • Provision of 1 professional videographer and 1 professional photographer to cover the tour per module and to provide a consolidated output stored in aUSB drive to be distributed to each participant.	 Provision of enough umbrellas on board for the participants in case it rains Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval Provision of 1 professional videographer/photographer to cover the tour per module and to provide a consolidated output in the form of raw and edited files to be submitted to the Project Officer in a flash drive to given to the participants at the end of the
-	Provision of snacks on board and cold towels and water dispenser.	 tour. Provision of snacks on board and cold towels and water dispenser.
	Services of a Licensed DOT- accredited local English- speaking Tour Guide Entrance Fees/Environmental Fees Airport Terminal Fees Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) Provision for on-site related	 Services of a Licensed DOT-accredited local English-speaking Tour Guide Entrance Fees/Environmental Fees Airport Terminal Fees Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) Provision for on-site related
∎ un	expenses as the need arises Security – availability of non- iformed, close-in security escorts per	 expenses as the need arises Security – availability of non- uniformed, close-in security

	bus/coaster, mobile/motorcycle escorts and police visibility per tour module.	escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module.
Lot 4: / 3 Modules (Lot 4 - Module 1) Samar – Leyte	<u>Number of participants</u> : per module Samar – Leyte : 20 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> :10 Buyers	<u>Number of participants</u> : per module Samar – Leyte : 20 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
(Lot 4 - Module 2) Iloilo — Bacolod	Iloilo – Bacolod : 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Buyers	Iloilo – Bacolod : 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB)
(Lot 4 - Module 3) El Nido, Palawan	El Nido, Palawan: 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Buyers Scope of Work/ Deliverables:	El Nido, Palawan: 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 Pax (including DOT/TPB) Scope of Work/ Deliverables:
	Regular economy, rebookable and reroutable Domestic airline ticketswith 20 kg baggage allowance for a maximum of the following: Samar – Leyte : 22 Iloilo – Bacolod : 23 El Nido, Palawan: 23	Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of the following: Samar – Leyte : 22 Iloilo – Bacolod : 23 El Nido, Palawan: 23
	 Comprehensive Travel Insurance Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy Preferred Hotel or equivalent category upon approval by TPB Iloilo – Richmond Hotel Bacolod- Seda Hotel Samar – 	 Comprehensive Travel Insurance per pax Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy Preferred Hotel or equivalent category upon approval by TPB Iloilo – Richmond Hotel
	Hotel Oriental El Nido – El Nido Resort	Bacolod- Seda Hotel Samar – Hotel Oriental

	El Nido – El Nido Resort
	 Accommodation for Security, 1 Economy Room and Twin Sharing
 Transportation: One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (Inclusive of gas and parking fees.) 	 Transportation: One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (Inclusive of gas and parking fees.)
 Additional van for luggage per module (inclusive of driver and gas) 	 Additional van for luggage per module (inclusive of driver and gas)
 Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) 	 Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary)
 Incentivized Lunch and Dinner not less than Php2,000.00 per meal / including am and pm snack (not less than Php500.00) 	 Incentivize Lunch and Dinner should not less than Php2, 000.00 per meal per pax. AM and PM snack should not less than Php500.00 per pax.
Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of any beverage)	Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of any beverage)
 Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) 	 Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)
 Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) 	 Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB)
 Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, etc.) 	 Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, water dispenser on board, etc.) note: no logo of the tour operator for reusable tumbler.

	First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	 First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
	Stand-by paramedics.	 Tour Operator to provide meals for the team of paramedics escort (maximum of 6 pax) TPB to coordinate with the DOT regional offices.
	Provision of enough umbrellas on board for the participants in case it rains Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval Provision of 1 professional videographer and 1 professional photographer to cover the tourper module and to provide a consolidated output stored in a USB drive to be distributed to each	 Provision of enough umbrellas on board for the participants in case it rains Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval Provision of 1 professional videographer/photographer to cover the tour per module and to provide a consolidated output in the form of raw and edited files to be submitted to
•	participant. Provision of snacks on board and cold towels and water dispenser.	 the Project Officer in a flash drive to given to the participants at the end of the tour. Provision of snacks on board and cold towels and water dispenser.
• • • •	Services of a Licensed DOT- accredited local English- speaking Tour Guide Entrance Fees/Environmental Fees Airport Terminal Fees Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)	 Services of a Licensed DOT-accredited local English-speaking Tour Guide Entrance Fees/Environmental Fees Airport Terminal Fees Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies,
•	Provision for on-site related expenses as the need arises	etc.)Provision for on-site related expenses as the need arises

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 Security – availability of non- uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	 Security – availability of non- uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module.
ELIGIBILITY REQUIREMENTS	ELIGIBILITY REQUIREMENTS
• Must comply with the legal and technical	 Must comply with the legal and
and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.	technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.
Documents to be submitted:	Documents to be submitted:
 Must have valid SEC, DTI or CDI registration certificate Must have valid Mayor's Permit 	 Must have valid SEC, DTI or CDI registration certificate Must have valid Mayor's Permit
• Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate	 Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS
• Must submit copy of valid DOT-	registration certificate
accreditation certificate	• Must submit copy of valid DOT-
• Must be a member of Philippine Tour	accreditation certificate
 Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations Must submit list of projects completed / clients for the past two years 	 Must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations Must submit list of projects completed / clients for the past two years
SPECIAL/ADDITIONAL REQUIREMENTS	SPECIAL/ADDITIONAL REQUIREMENTS
The Travel and Tour Operators must be:	The Travel and Tour Operators must be:
 DOT-accredited establishment. 	• DOT-accredited establishment.
• Engaged in the business as travel and	• Engaged in the business as travel
tour operator for at least five (5) years at	and tour operator for at least five
the date and time of the opening of bids.	(5) years at the date and time of the opening of bids.
•At least five (5) years' experience and expertise in inbound (domestic) travel. Participated in at least one (1) TPB road	•At least five (5) years' experience and expertise in inbound (domestic) travel.
shows / Trade Fairs abroad for the past five (5) years.	Participated in at least one (1) TPB road shows / Trade Fairs abroad for the past five (5) years.
Preferably with an account in Landbank.	 Preferably with an account in Landbank.
 Hotels and resorts used for the tours should be DOT-accredited and should be 	 Hotels and resorts used for the tours should be DOT-accredited

 Deluxe. Moreover, tour guides and tourist	and should be Deluxe. Moreover,
transport companies should be DOT-	tour guides and tourist transport
accredited.	companies should be DOT-
	accredited.
• Able to work on a minimum guarantee of	• Able to work on a minimum
ten (10) pax per module. In the excess of	guarantee of ten (10) pax per
10 pax, tour operator shall be paid	module. In the excess of 10 pax,
according to actual number of pax	tour operator shall be paid
serviced/delivered and costs incurred	according to actual number of pax
which shall not exceed the ABC.	serviced/delivered and costs
which shall not exceed the Abc.	incurred which shall not exceed the
	ABC.
 If a tour module does not acquire any 	 If a tour module does not acquire
participant during the registration period,	<mark>any participant during the</mark>
this will result to cancellation of the tour	registration period, this will result
module. TPB shall inform tour operator of	to cancellation of the tour module.
any tour module cancellation/s not later	TPB shall inform tour operator of
than 16 August 2018.	any tour module cancellation/s not
	later than 2 week before the start
 Provide services on "send-bill" 	of the tour.
arrangement.	• Provide services on "send-bill"
• Member of a registered and reputable	arrangement.
Travel and Tour Operator Association of	• Member of a registered and
the Republic of the Philippines.	reputable Travel and Tour Operator
	Association of the Republic of the
Transport Service must be:	Philippines.
 DOT – Accredited vehicles 	Transport Service must be:
• Inclusive of licensed driver with uniform	 DOT – Accredited vehicles
and company ID, fuel, driver's meals,	• Inclusive of licensed driver with
applicable parking and toll fees	uniform and company ID, fuel,
	driver's meals, applicable parking
	and toll fees
Tour Guide and Tour Coordinator must be:	Tour Guide and Tour Coordinator
• The tour guide must be duly licensed	must be:
and/or accredited by DOT and preferably	
	• The tour guide must be duly
from known/reputable organization which	licensed and/or accredited by DOT
provides tour guide.	and preferably from
• He or she must have at least three (3)	known/reputable organization
years' experience as a tour guide.	which provides tour guide.
 He or she must be fluent and conversant 	 He or she must have at least
<mark>in English.</mark>	three (3) years' experience as a
 He or she should have a strong sense of 	tour guide.
Philippine history, culture and tradition,	•He or she must be fluent and
art as well as about current events.	conversant in English.
	• He or she should have a strong
	sense of Philippine history, culture
	and tradition, art as well as about
	current events.
INVITATION TO SUPPLIERS	INVITATION TO SUPPLIERS
TPB invites DOT-accredited tour operators	TPB invites DOT-accredited tour

r		
	to submit their bid proposals with TPB for ANY or ALL of the attached tour modules per lot basis. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and	operators to submit their bid proposals with TPB for ANY or ALL of the attached tour modules per lot basis. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees and other applicable fees, charges and taxes),
	environmental fees and other similar fees, taxes and charges, and guide fees.	meals and accommodation with breakfast, tours with meals, entrance fees and environmental
	A provision for one (1) to three (3) TPB tour coordinator/s for each destination shall be included in the cost. <u>Price</u>	fees and other similar fees, taxes and charges, and guide fees.
	proposed should be adjusted, should there be sponsorship and discounts for some of the package components. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Awarding shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.	A provision for one (1) to three (3) TPB tour coordinator/s for each destination shall be included in the cost. <u>Price proposed should be</u> <u>adjusted, should there be</u> <u>sponsorship and discounts for</u> <u>some of the package components.</u> The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Awarding shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.
	ABC	ABC
	The allotted budget is PHP 14,080, 850.00	The allotted budget is PHP 14,080 ,
	(inclusive of all applicable taxes).	850.00 (inclusive of all applicable taxes) for all lots(4).
		Budget per lot:
		Lot 1: Php3,487,800.00
		Lot 2: Php2,851,200.00
		Lot 3: Php3,619,250.00
		Lot 4: Php4,122,600.00

For guidance and information of all concerned.