

FAMILIARIZATION TRIP OF ROYAL SCENIC TRAVEL AGENTS

10-17 November 2019

Manila, El Nido, Puerto Princesa, Cebu and Bohol

SCOPE OF SERVICES

Tour Operator

I. DELIVERABLES

TPB requires the services of a tour operator that would be able to provide the following (info below are subject to change, upon receipt of final details) – kindly refer to tentative itinerary:

TRANSPORTATION

1. Domestic airfare ticket for eleven (11) passengers:
11 November 2019 MNL-El Nido, T6 142 ETD 1350H | ETA 1510H
** tickets should be re-bookable and refundable & with 20kg allowable luggage and meal*
2. **Ocean Jet** roundtrip ticket for eleven (11) passengers:
15 November 2019 Cebu – Bohol – Cebu (business class)
3. Transportation with comfortable seating for eleven (11) persons and their pieces of luggage in Manila, El Nido, Puerto Princesa, Cebu and Bohol:
 - International flights airport pick-up and drop-off
 - Domestic flights airport pick-up and drop-off
 - Land transfer from El Nido to Puerto Princesa
 - Provision of van usage for entire fam trip

ACCOMMODATION & MEALS

1. Accommodation for eleven (11) persons with breakfast on the following dates and destinations:

Hilton Hotel	Check-in: 10 November 2019 Check-out: 11 November 2019
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Miniloc Resort	Check-in: 11 November 2019 Check-out: 13 November 2019
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Sheridan Beach Resort & Spa	Check-in: 13 November 2019 Check-out: 14 November 2019
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Radisson Blu	Check-in: 14 November 2019 Check-out: 17 November 2019
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Room requirement: eleven (11) single share rooms

2. Inclusion of meals (lunch, snacks, dinner) on 10-17 November 2019 in renowned restaurants serving Filipino and International food choices in Manila, Palawan, Cebu and Bohol

TOURS AND ACTIVITIES

1. Services of one (1) competent and eloquent English speaking tour guide to accompany the guests in Manila, Palawan, Cebu and Bohol
2. Availability of a tour coordinator/guide to accompany the guests for the entire fam trip

3. Afternoon Old Manila Tour on 10 November 2019
4. Island Hopping Tour in El Nido on 12 November 2019 (whole day with sunset experience inclusive of snorkeling gears)
5. Puerto Princesa afternoon City Tour on 13 November 2019
6. Experience Puerto Princesa Subterranean River Tour on 14 November 2019
7. Day Tour of Bohol Island on 15 November 2019
8. Half day Cebu history and culture tour on 16 November 2019
9. Inclusive of travel insurance of all participants for the duration of the trip
10. Provision of travel kit (containing wet wipes, tissue, alcohol/sanitizers and off lotion) and bottled water for all participants
11. Handle payment for any fees i.e. terminal, entrance, environmental fees, etc.
12. Assistance/guide during ocular inspection (if needed)

OTHER MATTERS

1. Should the TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator
2. The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget
3. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes
4. Any other requirements that may be mutually agreed upon by the TPB and the service provider

The tour operator should have the following attributes:

- Attentive and addresses the needs of the client
- Has been in the industry for at least 3 years
- Must be willing to provide services on a send bill arrangement
- Have handled previous TPB or DOT familiarization trips

II. TIME FRAME AND SCHEDULE OF WORK

A tour operator to provide the aforementioned services 10-17 November 2019, please refer to attached itinerary.

III. TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS

1. Must be accredited by the Department of Tourism (DOT)
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
3. DTI Business Registration/SEC Certificate
4. Mayor's Permit or License to Operate
5. BIR Registration with TIN
6. Company Profile
7. Must have an existing Landbank of the Philippines (LBP) bank account for payment purposes, should there be no LBP account, any applicable bank charges shall be shouldered by the supplier

For particulars, please contact:

Bid Price Ceiling is **Php 990,500.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

Czerina Gene P. Dela Cruz

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