

Request for Quotation

04 November 2019

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2019-11-956

PR no. 10.151

Requirements : SERVICES OF A TOUR OPERATOR
Project Title : JOSHI TABI WELLNESS AGENTS FAMILIARIZATION TRIP WITH CEBU PACIFIC

TERMS OF REFERENCE **Services of a Tour Operator**

I. PROJECT TITLE: Joshi Tabi Wellness Agents Familiarization Trip with Cebu Pacific
23-26 November 2019

II. BACKGROUND:

DOT Tokyo, in partnership with Cebu Pacific Airlines, is organizing a familiarization trip for Agents to Manila and Environs scheduled on 23-26 November 2019.

Japan continues to be one of the top source markets for Philippine tourism. It occupies the fourth spot, following South Korea, China and the United States. In 2018, Japanese tourist arrivals as of September, posted a growth rate of more than 7%. For the first seven months of 2019, Japan retained its ranking with a 4.36% growth rate from the previous year. Despite the recent tourism numbers, the Japanese market still has a huge potential to grow. In 2018, there were more than 18 million outbound Japanese tourists. Of this number, only around 3% travelled to the Philippines. It was the ninth most visited destination in Asia by Japanese tourists (based on 2018 data). Thus, there is an even bigger need to drive stronger awareness of the Philippines as a holiday destination among the Japanese' 127-million populace (11th in the world in 2017). Additionally, with the Tokyo Olympics in 2020 and the World Fair in 2025 potentially linking a larger foreign market to the Philippines just 4 hours away, and with the economic investments and aid from Japan to support the Philippine infrastructure programs, the familiarization trips in partnership with the Cebu Pacific Airlines have a significant potential to boost the image, awareness, and to further explore the various products the Philippines has to offer to the valuable Japanese market.

III. OBJECTIVES:

TPB requires the services of a tour operator to:

1. Provide all ground requirements of the tour;
2. Facilitate and coordinate the arrangements and ensure the smooth flow of the itinerary.

IV. DETAILS OF THE EVENT:

Date : 23-26 November 2019
Venue : Manila and Environs
Total No. of Participants : 13 pax
Including TPB Officer

V. SCOPE OF WORK/DELIVERABLES:

TPB requires the services of a tour operator that would be able to provide the following:

- a. **TRAVEL INSURANCE FOR TWELVE (12) PAX**
- b. **ACCOMMODATION**
 - **Thirteen (13) single deluxe room accommodations with breakfast** at a hotel located in Makati preferably Fairmont Makati for 3 nights on 23-26 November 2019.
- c. **MEANS OF TRANSPORTATION (all vehicles used should be in good condition) throughout the duration of the tour – kindly refer to itinerary**
 - Coaster should comfortably accommodate at least fourteen (14) persons during long travels. Model should not be older than 2018.
 - Luggage van on 23 and 26 November 2019
- d. **MEALS AND BEVERAGES for the entire duration of the trip (Refer to itinerary; coordinate with TPB Officer for the menu; hosted meals to be deducted from the billing statement).**
 - Estimated cost per meal per head is Php 1,100.00 for lunch and Php 1,500.00 for dinner preferably at the restaurants stated in the itinerary.
 - Estimated cost per head for the welcome dinner reception on 23 November 2019 is Php 3,000.00 @ 14 pax inclusive of cultural performance/entertainment preferably at the hotel where the guests are billeted.
 - Provision for halo-halo/Filipino snacks on 25 November at Balay Dako
- e. **DAILY ONBOARD SNACKS/LOCAL DELICACIES, cold bottled water and cold towels for the duration of the tour**

- f. TOURS AND ACTIVITIES – all activities and tours as stated in the itinerary** *(kindly refer to itinerary for detailed breakdown)* **all private tours*
- Must include one (1) spa experience (traditional hilot) at Nurture Wellness Village and one (1) health and wellness activity in BGC for 12 pax (refer to itinerary)
 - Inclusion of Healthy Food Preparation Demo and Tai Qi Gong Exercises at Nurture Wellness Village on 25 November 2019
- g. TOUR GUIDE**
- One (1) Japanese Speaking Tour Guide to accompany the group for the duration of the tour**
- One (1) DOT accredited Japanese speaking tour guide who can speak fluently in Japanese and English, knowledgeable not only about the destination but also with the history of the Philippines in terms of culture, lifestyle and cuisine
 - Neatly dressed and coordinates with TPB representative on the schedule of activities
 - Does NOT sell products nor ask tips from the guests
- h. INCENTIVIZED TOUR/TRAVEL KIT WITH SOUVENIR AND LOCAL DELICACIES**
- Travel kit should include facial tissue, wipes, sanitizer/alcohol, mints, etc.
 - Preferably sustainable or eco-friendly souvenirs with TPB and It's More Fun in the Philippines logo engraving (at least 3 options)
- i. PROVISION OF TARPAULIN BANNER FOR THE DURATION OF THE TOUR**
- j. FIRST AID KIT ONBOARD THE TOUR VEHICLE WITH BASIC MEDICINES** (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- k. OTHER INCIDENTAL AND MISCELLANEOUS EXPENSES**
- Inclusion of applicable entrance fees, terminal fees, environmental fees, parking fees, porter fees, and other onsite related expenses
 - Provision for incidental expenses to be incurred during the tour

OTHER REQUIREMENTS

- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Dispatcher / coordinator per vehicle
 - Provision of first aid kit onboard
 - Provision of proper, approved, clean signage for the vehicles
- Coordination with TPB in all other matters required for the smooth implementation of the tour
- Designation of a point person who will coordinate with TPB

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
- Accredited by the Department of Tourism

*****The total cost of tour package should be based on actual tour expenses.***

VI. TIME FRAME AND SCHEDULE OF WORK:

A tour operator to provide the mentioned services from **23-26 November 2019**.
(Please see attached itinerary)

VII. BUDGET:

The allotted budget for the tour operator is **PHP737,000.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **PHP737,000.00** 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.

VIII. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD** after the completion of services.

MARIA DOLORES R. APAREJADO

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Supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

IX. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall proposal based on bidding documents, provided that the amount of bid does not exceed the above total budget.

X. ELIGIBILITY REQUIREMENTS:

1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
4. Must be a member of DOT recognized organizations
5. Must have a professional track record in handling international groups in the last three (3) years.
6. Must have handled at least three (3) government projects / events
7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
8. Must have the capacity to provide first class tourists buses and vehicles.

XI. TECHNICAL ELIGIBILITY DOCUMENTS

A. Legal Documents

1. SEC/DTI Registration Certificate
2. Mayor's Permit/License
3. BIR Registration / TIN
4. Company Profile/Reference
5. PhilGEPs Certificate
6. Omnibus Sworn Statement (Notarized)