

SCOPE OF SERVICES

Tour Operator

Hong Kong Product Managers Familiarization Tour

*Puerto Princesa
20-23 February 2020*

I. BACKGROUND

Holiday World Tours (HWT) is established in 1980, operating inbound, outbound tours and ticketing services. The company is an IATA member and is also one of Hong Kong's biggest wholesalers for Philippine products since its establishment. HWT is appointed as the partner agent both Philippine Airlines and Cebu Pacific Air.

With the communication established with DOT-Shanghai office, HWT gets to know the updated developments of the Philippine Tourism and also joined the recently held PHITEX 2019. After which, Holiday World planned to develop new Philippine products together with DOT for Hong Kong market in 2020. The initial plan was to establish an up-to-date 3D2N product of Manila and environs as a weekend/short vacation option for Hong Kong market. Coinciding with the launching of new flight route of HKG-PPS by Cebu Pacific Air, HWT sees this as a good opportunity, as there is no PPS product ever for Hong Kong market yet. Hence, they suggested to extend the fam trip from 3D2N to 4D3N to cover PPS only in the fam trip.

Details of the Event

Date	:	20-23 February 2020
Venue	:	Puerto Princesa
Expected Number of Participants	:	32 pax

II. PURPOSE/OBJECTIVES:

Through this activity, the following objectives will be met:

1. To establish new and existing networks and create more sales opportunities for the Philippines;
2. To showcase Puerto Princesa product offerings to Hong Kong's travel sector;
3. To promote the newly launched direct flight from Hong Kong to Puerto Princesa; and
4. To increase tourist traffic to the Philippines from Hong Kong.

The Tourism Promotions Board (TPB) is inviting qualified Philippine tour operators to provide the requirements of the abovementioned event based on the following guidelines:

III. Scope of Services:

1. Accommodation Requirements

(20-23 February 2020)

The Tourism Promotions Board will require sixteen (16) twin-sharing room accommodations in a 4-5 star Hotel/Resort to accommodate thirty (30) Hong Kong travel trade participants, one (1) DOT-Shanghai representative, and one (1) TPB representative and in the following dates and location:

- **20-23 February 2020, Puerto Princesa (3-night stay)**

Preferred accommodations:

1. Princesa Garden Island Resort and Spa
2. Best Western the Ivywall Plus
3. Hue Hotel

2. Tour guide / coordinator requirements:

One (1) DOT-accredited English-speaking Tour Guide in Puerto Princesa

- Tour guide who can speak fluent English and Filipino, knowledgeable not only about Puerto Princesa but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 20-23 February 2020.

3. Transfers and transportation requirements:

➤ Land Transportation (refer to the attached itinerary):

- **Puerto Princesa**

- Two (2) coasters that can fit 35 people with luggage comfortably; coasters must be at least year 2018 model
- 20-23 February 2020

➤ Boat transfers (refer to the attached itinerary):

- **Puerto Princesa**

- 21 February 2020
 - Provision of at least five (5) boats to transport passengers from Sabang port to Puerto Princesa Underground River (PPUR) area
 - Boat operator must provide good quality life vest for each passenger and ensure safety of all passengers
 - Arrangement of PPUR tour
- 22 February 2020
 - Provision of at least three (3) big boats for passengers' island hopping activity
 - Boat operator must provide good quality life vest and snorkeling equipment for each passenger and ensure safety of all passengers

4. Tour activities:

- Inclusions on 20-23 February 2020:

- Environmental and entrance fees for the countryside tour on 21 February, island hopping activity on 22 February, and city tour on 23 February;
- Tour operator to provide the following:
 - Arranging a **countryside tour with lunch, to cover Puerto Princesa Underground River and Ugong Rock Adventures** (see attached itinerary for the specific tour attractions) on **21 February 2020**;
 - Arranging an island hopping activity with lunch at Pandan island (see attached itinerary for the specific tour attractions) on **22 February 2020**;
 - Arranging a **city tour** to cover **Weaving Center and Palawan Butterfly Ecological Garden and Tribal Village** (see attached itinerary) on **23 February 2020**
- Miscellaneous included (entrance fees, environmental fees, communication expenses and etc.)

5. Meals (including TPB rep, DOT-Shanghai rep, and tour guide):

- **22 February 2020:**

- *Arrangement and payment c/o Tour Operator:* Lunch at Pandan Island for 32 pax with one round of non-alcoholic beverage (softdrinks, juice, or iced tea);

Note: TPB would require the assistance of the Tour Operator in arranging and/or coordinating with all restaurants as indicated in the itinerary

6. Other Requirements:

- a. Provision of the following on complimentary basis:
 - 1. Land transportation with the following:
 - ✓ Medicine kit
 - ✓ Cold water and towels
 - ✓ Candies or snacks
 - ✓ Kits with alcohol, wet wipes, insect repellent, and tissue
 - 2. Designation of a point person/coordinator that will coordinate with TPB officer.
- b. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;

IV. 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 have the capacity to provide first class tourists buses and vehicles.

VI. BUDGET:

The allotted budget is **PHP 769,000.00** (inclusive of all applicable taxes).

VII. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: James A. Sy**, after the completion of services.

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.

VIII. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.