

## SCOPE OF SERVICES

### PROCUREMENT OF TOUR OPERATOR FOR THE TPB CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM MABINI, BATANGAS LEG

#### BACKGROUND:

As part of TPB's year-on-year commitment to promote sustainability and community empowerment, the Tourism Promotions Board will once again conduct the Corporate Social Responsibility (CSR). The first leg of TPB's 2020 Q1 CSR Program will comprise of Calamity Community Assistance through Focus Group Discussion with representative tourism stakeholders (Part 1) and the distribution of relief goods to 660 affected families of the Taal Volcano eruption on 12 January 2020 (Part 2).

#### OBJECTIVES:

This project requires the engagement of a tour operator to provide land transportation for personnel and relief goods as well as secure a venue for a Focus Group Discussion with technical equipment as well as meals and beverage included for participants. These are as needed for the implementation of TPB's 2020 Q1 CSR Program.

A.M. Activity: Focus Group Discussion

P.M. Activity: Calamity Community Assistance

DATE: 31 March 2020, A.M. and P.M. activities are interchangeable-

#### I. LAND TRANSPORTATION

A. VICINITY: Metro Manila and Mabini, Batangas

Particulars	
Timeframe	31 March 2020
Pick-up/Drop off Point	Legaspi Towers 300 – Mabini, Batangas (venue to be finalized)
No. of Vehicles	2
Model/Type of Vehicles	1.Bus (should not be older than 2018) 2.Elif or Canter / 6-wheeler with extra space
*31 March 2020	<b>04:30 A.M.</b> -Lead vehicle departs Legaspi Towers 300 to Mabini, Batangas <b>05:00 A.M.</b> -Bus departs Legaspi Towers 300 to Mabini, Batangas <b>04:00 P.M.</b> -Return to Manila with Dinner stopover

B. Transport Services as follows:

1. Must be a DOT-accredited tourist transport company
2. Must be able to provide and administer first-aid kit/hygiene kit to address minor injuries and incidents.
3. The vehicles should be well maintained with preventive maintenance undertaken routinely.
4. The vehicles should have a properly working air-conditioning system with good ventilation.
5. The vehicles should have appropriate, approved, and clean signages.
6. Drivers must be familiar with the areas that the group will visit.
7. Drivers should always be presentable, observe wearing of the proper uniform plus company ID and fit to work.
8. Drivers must be polite and cautious in driving in addition to being on time.

9. Emergency measures should be available such as spare tire, jack and tire and wheel tools.
10. Gasoline, toll, parking fees, and meals of the drivers are care of the Tour Operator.

C. Driving and passenger services are to be rendered in accordance to the itinerary proposed.

D. **\*Schedule Changes:**

1. **Schedule/date of activity is \*subject to change** based on the availability of TPB's MANCOM with due notice given to service provider of at least ten (10) days before agreed upon date. Any reschedule is subject to the approval of TPB.
2. **Itinerary may also change** as to the arrangement of the A.M. versus P.M. activities. On the whole activities will remain the same and be concentrated within Mabini, Batangas. Should the A.M. and P.M. schedules interchange then the A.M. and P.M. routes (Manila-Batangas, Batangas-Manila **may** also interchange).
3. Depending on how early the P.M. activities conclude, venue of Dinner may change from Bauan, Batangas to another venue on route back to and closer to Manila.

E. **Vehicle Particulars:**

Particulars	one (1) day, whole day activity
TIMEFRAME	31 March 2020
PICK-UP/DROP OFF POINT	LEGASPI TOWERS 300
NO. OF VEHICLES	2 (P100,000.00 /1 day)
MODEL/TYPE OF VEHICLES	<p>Required:</p> <ol style="list-style-type: none"> <li>1. BUS, NOT OLDER THAN 2018 <ul style="list-style-type: none"> <li>▪ air-conditioned, well-ventilated</li> <li>▪ 45-seater/passenger capacity</li> <li>▪ 2x2 column seating arrangement</li> <li>▪ with overhead luggage racks</li> </ul> </li> </ol> <p>Optional</p> <ul style="list-style-type: none"> <li>▪ Wi-Fi ready</li> <li>▪ in seat chargers</li> <li>▪ on board video and stereo</li> </ul> <ol style="list-style-type: none"> <li>2. ELF OR CANTER 6-WHEELER, CLOSED VAN WITH EXTRA SPACE (14 ft L. 6 Ft W, 6 ft H) <ul style="list-style-type: none"> <li>▪ with carrying capacity of 2 000 kg or 2 tons</li> <li>▪ NOT OLDER THAN 2018</li> <li>▪ Can comfortably fit two (2) additional passengers in addition to the driver</li> <li>▪ Air-conditioned, well-ventilated</li> <li>▪ Equipped with radio</li> </ul> </li> </ol>

## II. VENUE, TECHNICAL EQUIPMENT, FOOD AND BEVERAGE

1. Meeting Venue Availability
  - a. Date : 31 March 2020
  - b. Time: 7:30 a.m. to 12:30 a.m.
2. Location / Site Condition / Neighbourhood Data
  - a. Located within along or within easy access from the Anilao-Mabini Road
  - b. Provision of parking space for a 45-seat capacity bus
  - c. Provision of at least three (3) parking passes / complimentary parking for vehicle of TPB officials, guests and participants excluding the provided parking for the bus
3. Venue includes the provision of facilities/services/technical equipment as follows:
  - a. Cluster set-up good for 50 pax (with enough space to move around)

- b. Availability of venue for setup by 7:30 a.m. on 31 March 2020
  - c. Function room/area to be used until 1:00 p.m. (maximum) on 31 March 2020
  - d. At least four (4) Easel boards with Easel sheets
  - e. Whiteboard with marker and eraser
  - f. LCD Projector (rental included in the package) and Screen
  - g. Signage stands for meeting rooms and other directional signage
  - h. Registration/Secretariat table
  - i. Microphones (minimum 4 pieces)
  - j. Existing Light and Sound System
  - k. Pencils and pads
  - l. Hot and cold water dispenser
  - m. Stand-by dedicated staff during the Focus Group Discussion (FGD)
4. Food/Meal for the FGD:
- Provision of the following meals good for 48 pax
- a. Morning snacks inclusive of one round of soft drinks or iced tea (Preferred: Sandwiches or Pasta) on 31 March 2020
  - b. Managed Lunch Buffet inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 31 March 2020
  - c. Menu selections subject to pre and final approval of TPB Project Officers
- Arrangement Set-up (Meals)
- a. Flowing brewed coffee/tea for the participants while the event is on-going
  - b. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)
  - c. Drinking water shall be provided for the participants
  - d. Food served shall be fresh, hot and ready at least 30 minutes before each meal
  - e. All dinnerware and glassware necessary for the event
  - f. Waiters/Service Personnel clad in clean uniforms
  - g. Buffet table with setting
  - h. Designation of a banquet coordinator

**APPROVED BUDGET FOR THE CONTRACT:**

**One Hundred Thousand Pesos (Php 149,600.00)** inclusive of all applicable taxes.

**PROGRAM IMPLEMENTATION: ROUTES TO TAKE (Applies to Bus and Van)**

<p>ROUTE 1: West Route MANILA to Mabini, Batangas</p> <p>(interchangeable with Route 2; if taking route 1 in the A.M then taking route 2 in the P.M.)</p>	<p>Travel to Mabini, Batangas via SLEX Tagaytay-Sta. Rosa Rd. Tagaytay-Nasugbu Hwy Diokno Hwy/Payapa Rd Lemery-Agoncillo Road Calaca-Lemery Hwy Batangas Rd Bauan-Mabini Rd to drop off point</p>
<p>ROUTE 2: East Route Mabini, Batangas to MANILA</p> <p>(interchangeable with Route 1; if taking route 2 in the A.M then taking route 1 in the P.M.)</p>	<p>Travel to Manila via Bauan-Mabini Rd/Mabini Circumferential Rd Bauan-Mabini Rd Palico-Balayan - Batangas Rd Bauan-Batangas Provincial Rd/Diversion Road Calabarzon Expy/STAR Tollway SLEX Manila to drop off point</p>

## **REQUIREMENTS AND CONDITIONS:**

### **1. ELIGIBILITY REQUIREMENTS**

#### **Land Transportation**

1. Must be operating as a legally-registered travel and tour operator under Philippine law
2. Must be a DOT-accredited establishment engaged in the business as a travel and tour operator for at least five (5) years at the date and time of bidding.
3. Must have established a good reputation in the travel and tour business.
4. Tour coordinators must have at least three (3) years of experience.
5. Must have an existing credit line with TPB or would allow send-bill arrangement.

### **2. TERMS OF PAYMENT**

1. Supplier must have an existing credit line with TPB or would allow send-bill arrangement.
2. Supplier must have a Landbank account. Payment will be made through LBP bank deposit;
3. In case the supplier doesn't have an account with LBP, bank charges will be shouldered by the supplier.

## **PROJECT OFFICERS/CONTACT PERSONS**

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