

**PROCUREMENT OF TOUR SERVICES
PHILIPPINE DESTINATION INVENTORY
IN BAGUIO/ BENGUET
JULY 2020
Requirements**

TECHNICAL SPECIFICATION

I. BACKGROUND

The Tourism Promotions Board (TPB) will inventory of different Destinations in the Philippines. The project will be participated in by DOT accredited tour operators who will formulate tour packages based on the itinerary, establishing collaborative efforts of local government and for the re-opening of the tourism in the place.

The Tourism Promotions Board shall bid out the said coverage which shall be opened for public bidding to qualify and classified into one (1) lot identified below:

LOT # 1 (4D/3N)	BAGUIO CITY/ BENGUET	ABC Php800, 000.00
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SCOPE OF WORK/DELIVERABLES:

Requirements	Particular
<p>Accommodation Target Date: 2nd week of July 15 rooms twin bed (deluxe type of room with complimentary breakfast) Preferred Hotel in Baguio: The Manor (Camp John Hay)/ and or The Lemonet Baguio.</p> <p>Note: Health and Safety Guidelines including Protocols shall be observe and follow.</p> <p>TPB will notify the service provider in case of changes of schedule date.</p>	<ul style="list-style-type: none"> • Hotel/ Resort should be AAA (or its equivalent) and DOT accredited <p>*Total cost of accommodation should be based on actual room expenses *Secured sponsorships or discounted rates should be deducted from the total expenses</p>
<p>Land transportation <u>Assembly Area: Pick-up at Legaspi Tower 300</u> 4 vans - pick-up from TPB Legaspi Tower 300</p> <p>Day 01 - Transfer-in from Manila to Baguio City - whole day duration of the tour (Baguio city and places in Benguet places as per advised by</p> <p>Day 02 - whole day rental (Baguio City and places in Benguet as per advised by the Project Officer</p>	<p>Note:</p> <ul style="list-style-type: none"> * 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 *provision of Mineral Water/ candies/ wet tissue's <p>Unit: Grandia 2015 *inclusive of overtime of the driver</p> <p>In terms of health and safety protocols *Daily disinfection of the vehicle</p>

<p>Day 03</p> <ul style="list-style-type: none"> - whole day duration of the tour (Baguio City and Benguet places as per advised by the project officer) <p>Day 04</p> <ul style="list-style-type: none"> - whole day duration of the tour (Baguio City and Benguet places as per advised by the project) - door to door drop off to all participants and TPB Officials and personnel 	
<p>Tours and activities: No of pax: 15 pax</p> <p>Museum visit:</p> <ul style="list-style-type: none"> - Ben Cab Museum - Tam-Awan village - Ifugao Wood Carvers Village - Museo Kordilyera – UP Baguio Ethnographic Museum - Mt. Costa La Trinidad Benguet - Camp John Hay Forest Bathing Trail <p>Services of a Licensed DOT-accredited Regional English-speaking Tour Guide for (1 Tour Guide per van)</p> <p>Environmental and Entrance Fees (to be determined by TPB based on the recommended sites and attractions of DOT Regional Office)</p>	<p>*Secured sponsorships or discounted rates should be deducted from the total expenses</p>
<ul style="list-style-type: none"> ▪ Provision of Health and Safety Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, gloves, N95 (15 pax). 	
<ul style="list-style-type: none"> ▪ 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.) 	
<ul style="list-style-type: none"> ▪ Provision of enough umbrellas on board for the participants in case it rains 	
<ul style="list-style-type: none"> ▪ Provision of 60 face masks produced by Weaving Arts and Crafts of Tublay (WACot) community in Tublay, Benguet. ▪ Provision of 30 pcs. Bamboo tumblers produced by the local 	<p>Note: Kindly coordinate with the Project Officer for proper coordination</p>

artisans of the city of Baguio. (with engrave, 400ml vacuum insulated and reusable water bottle sustainably)	
Provision for on-site related expenses as need arises amounting P50, 000 <ul style="list-style-type: none"> ▪ Airport Terminal Fees (option) ▪ Porter Fees (option) ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
<ul style="list-style-type: none"> ▪ Incentivized Lunch and Dinner Lunch from Day 01 until Day 04 for 20 pax Dinner from Day 01 until Day 04 for 20 pax AM/PM snack from Day 01 -Day 04 for 20 pax Note: Meals must be approved by the project officer.	<ul style="list-style-type: none"> ▪ 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)
Comprehensive Travel Insurance For 15 pax	
Information signage on Safety Protocols	

II. ELIGIBILITY REQUIREMENTS

- Must be DOT accredited/ or TPB Member
- Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must be a member of DOT recognized organizations.
- Must have handled at least three (3) government projects / events.
- Must be a Local Tour Operator of the Region/ or can handle the aforementioned destinations

III. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award 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.

IV. PROJECT OFFICERS/CONTACT PERSONS

ALBERTO B. GADIA JR.

Domestic Promotions Department

Email address: alberto_gadia@tpb.gov.ph / Tel. No: 525-1255 / 525-9318 local 268

V. BUDGET:

The allotted budget is **PHP 800,000.00** (inclusive of all applicable taxes).

VI. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: Alberto B. Gadia Jr.**, after the completion of services

VII. 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