

**PROCUREMENT OF TOUR SERVICES
PHILIPPINE DESTINATION INVENTORY
IN SAMAR AND LEYTE
SEPTEMBER 2020
Requirements**

TECHNICAL SPECIFICATION

I. BACKGROUND

The Tourism Promotions Board (TPB) will conduct an 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, establish collaborative efforts of local government, and re-open the tourism in the destination.

The TPB 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)	SAMAR AND LEYTE	ABC Php900, 000.00
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SCOPE OF WORK/DELIVERABLES:

Requirements	Particular
<p>Accommodation Target Date: 1st week of October 2020 subject to change. 15 rooms twin bed (a deluxe type of room with complimentary breakfast) Preferred Hotel: Robinson Summit / or Hotel Oriental (Palo).</p> <p>Note: Health and Safety Guidelines, including Protocols, must be strictly observed.</p> <p>TPB will notify the service provider in case of changes in the scheduled date.</p>	<p>● Hotel/ Resort should be AAA (or its equivalent), and DOT accredited.</p> <p>*Total cost of accommodation should be based on actual room expenses</p> <p>*Secured sponsorships or discounted rates should be deducted from the total expenses</p>
<p>Land transportation</p> <p>4 VANS/or one (1) mini-bus that can accommodate more than 15 pax (adhering to physical distancing/compliance to health and safety protocol)</p> <p>Day 01</p> <ul style="list-style-type: none"> - Transfer-in from Manila to Hotel - whole day duration of the tour <p>Day 02</p> <ul style="list-style-type: none"> - whole day rental of the vehicle within Leyte or Samar. 	<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 on board * Provision of proper, approved, clean signage for the vehicles *provision of Mineral Water/ candies/ wet tissue <p>Unit: Grandia 2015</p> <p>*inclusive of overtime of the driver</p> <p>In terms of health and safety protocols</p> <p>*Daily disinfection of the vehicle</p>

<p>Day 03</p> <ul style="list-style-type: none"> - whole day rental of the vehicle within Leyte/ or Samar. <p>Day 04</p> <ul style="list-style-type: none"> - whole day rental of the vehicle within Leyte/ or Samar. <p>4 VANS in Metro Manila</p> <ul style="list-style-type: none"> - door-to-door drop-off to all participants and TPB Officials and personnel to be provided by the project officer. 	
<p>Tours and activities: No of pax: 15 pax (Participants)/ 5 from LGUs and DOT Regional Office)</p> <p>Tours will be:</p> <ol style="list-style-type: none"> 1. Pilgrimage Tour in Leyte or Quintecentennial Tour 2. Kalanggaman Tour 3. Balanggiga Tour 4. Spark Samar Tour – Sohoton Cave and Natural Park/ ULOT Torpedo Boat Ride 5. Basey Women’s Banig Making <p>Services of a Licensed DOT-accredited Regional English-speaking Tour Guide (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, 1.76 oz. or 50g sanitizer, 150 ml alcohol, five sachets of mosquito repellent and or off lotion, disposable hooded emergency raincoat, towel, gloves, N95 (15 pax) and face shield (15 pax). 	
<ul style="list-style-type: none"> ▪ First Aid Kit on board the tour vehicle with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 	
<ul style="list-style-type: none"> ▪ Provision of SWAB Testing for all participants 	
<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 20 bags made by women 	<p>Note: Kindly coordinate with the Project Officer for</p>

of Samar (A Community Based Tourism Social Entrepreneurs) <ul style="list-style-type: none"> ▪ Provision of 20 bottles of ginger tea 	proper coordination
Provision for on-site related expenses as the need arises amounting P70, 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 25 pax Dinner from Day 01 until Day 04 for 25 pax AM/ PM snack from Day 01 until Day 04 for 25 pax Note: The project officer must approve meals.	<ul style="list-style-type: none"> ▪ Incentivized 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 throughout the tour have 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 destinations mentioned above.

III. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. The 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 900,000.00** (inclusive of all applicable taxes).

VI. PAYMENT PROCEDURE:

Send the 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.