

**PROCUREMENT OF TOUR SERVICES  
VALIDATION OF INDIGENOUS CULTURAL COMMUNITIES  
September 2020  
Requirements**

**TECHNICAL SPECIFICATION**

**I. BACKGROUND**

The Tourism Promotions Board (TPB) recognizes the National Commission of Indigenous Peoples (NCIP) effort and forged partnership with them, sharing a common mandate of promoting cultural tourism of the country sustainably, including the promotion and enhancement of IPs' community-based tourism products.

The TPB shall bid out the said validation, which shall be opened for public bidding.

<b>LOT # 1 (6D/5N)</b>	MANILA/PAMPANGA/BATAAN/BAGUIO/BENGUET	<b>ABC Php400, 000.00</b>
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**SCOPE OF WORK/DELIVERABLES:**

Requirements	Particular
<p><b>Accommodation</b>  <b>Target Date: 3<sup>rd</sup> week of September 2020</b>  <b>PAMPANGA</b>            Three rooms twin bed (deluxe type of room with complimentary breakfast)            1 Night</p> <p><b>BATAAN</b>            Three rooms twin bed (deluxe type of room with complimentary breakfast)            1 Night</p> <p><b>BAGUIO CITY</b>            Three rooms twin bed (deluxe type of room with complimentary breakfast)            2 Nights</p> <p><b>TUBLAY, BENGUET</b>            Three rooms twin bed (deluxe type of room with complimentary breakfast)            1 Night</p> <p><b>Note: Health and Safety Guidelines, including Protocols, must be strictly observed.</b></p> <p><b>TPB will notify the service provider in case of changes in the schedule.</b></p>	<p style="text-align: center;">● <b>Hotel/ Resort should be AAA (or its equivalent), and DOT accredited.</b></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><b>Land transportation</b></p> <p><b>Day 01 (Route: MANILA-PAMPANGA AREA)</b> 1 VAN <u>Assembly Area: Pick-up at Legaspi Tower 300</u> Every day, the detailed route shall be based on the final itinerary to be provided by the project officer. It must adhere to physical distancing/compliance with health and safety protocol.</p> <p>No. of Pax: 5</p> <p><b>Day 02 (Route: PAMPANGA - BATAAN AREA) 1 VAN</b></p> <p><b>Day 03 (Route: TARLAC – BAGUIO CITY) 1 VAN</b></p> <p><b>Day 04 (Route: BAGUIO CITY- BENGUET ) 1 VAN</b></p> <p><b>Day 05 (Route: BENGUET ) 1 VAN</b></p> <p><b>Day 06 (Route: BAGUIO CITY- MANILA ) 1 VAN</b></p> <p>Door to door drop off for all participants, TPB Officials, and personnel to be provided by the project officer</p> <p><b>1 JEEPNEY in BAGUIO CITY- BENGUET</b> for two days. The detailed route shall be based on the final itinerary to be provided by the project officer (adhering to physical distancing/compliance to health and safety protocol)</p>	<p>Note:</p> <ul style="list-style-type: none"> <li>* Uniformed, presentable and trained drivers</li> <li>* Gasoline, toll and parking fees</li> <li>* Dispatcher/coordinator per vehicle</li> <li>* Provision of first aid kit on board</li> <li>* Provision of proper, approved, clean signage for the vehicles</li> <li>*provision of Mineral Water/ candies/ wet tissue</li> </ul> <p>Unit: Grandia 2015 *inclusive of overtime of the driver</p> <p><b>In terms of health and safety protocols</b></p> <ul style="list-style-type: none"> <li>*Daily disinfection of the vehicle</li> </ul>
<p><b>Tours and activities:</b> No of pax: 5 pax</p> <ul style="list-style-type: none"> <li>A. Indigenous Cultural Community tour visit in Pampanga</li> <li>B. Indigenous Cultural Community tour visit in Bataan</li> <li>C. Indigenous Cultural Community tour visit in Baguio City</li> <li>D. Indigenous Cultural Community tour visit in Tublay, Benguet</li> </ul> <p>Services of a <b>Licensed DOT-accredited Regional English-speaking Tour Guide</b> for (1 Tour Guide in the van)</p> <p><b>Environmental and Entrance Fees</b> (to be determined by TPB based on the recommended sites and attractions of DOT Regional Office)</p>	<p><b>*Secured sponsorships or discounted rates should be deducted from the total expenses</b></p>

<ul style="list-style-type: none"> <li>▪ <b>Provision of Health and Safety Tour Kit /Travel necessities</b> – 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).</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>First Aid Kit on board the tour vehicle</b> with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Provision of SWAB Testing for all participants.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Provision of enough umbrellas on board for the participants in case it rains.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Provision of 20 pcs. (boxes) composed of souvenir/ local giveaways/ or assorted local foods from the Region/s</li> </ul>	Note: Kindly coordinate with the Project Officer on the details.
Provision for <b>on-site related expenses</b> as the need arises amounting P50, 000 <ul style="list-style-type: none"> <li>▪ Airport Terminal Fees (option)</li> <li>▪ Porter Fees (option)</li> <li>▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Meals</b> Day 01 to Day 06 Lunch good for five pax x 6 meals Dinner good for five pax x 6 meals</li> </ul> Note: The project officer must approve meals.	<ul style="list-style-type: none"> <li>▪ Incentivize Lunch and Dinner not less than Php2,000.00 per meal per pax including am and pm snacks not less than Php500.00 per pax</li> </ul> Note: Lunch and Dinner throughout the tour are with one (1) round of drinks (choice of any beverage)
Comprehensive Travel Insurance For five pax	
Information signage on Safety Protocols	

**II. ELIGIBILITY REQUIREMENTS (for complete list of eligibility requirements pls. see the last page of RFQ)**

- 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 above

**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](mailto:alberto_gadia@tpb.gov.ph) / Tel. No: 525-1255 / 525-9318 local 268

**V. BUDGET:**

The allotted budget is **PHP 400,000.00** (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