

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

TECHNICAL SPECIFICATIONS

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 the country's cultural tourism sustainably, including the promotion and enhancement of Indigenous Peoples' community-based tourism products.

The Tourism Promotions Board shall bid out the said validation, which shall be opened for bidding.

LOT # 1 (6D/5N)	MANILA/RIZAL/ILOILO	ABC Php600, 000.00
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SCOPE OF WORK/DELIVERABLES:

Requirements	Particular
<p>Accommodation MANILA (1 Night/2 day) Three rooms twin bed (a deluxe type of room with complimentary breakfast)</p> <p>RIZAL (1 Night/ 1 day) Three rooms twin bed (a deluxe type of room with complimentary breakfast) 1 Night</p> <p>ILOILO (3 Nights/ 3 days) Three rooms twin bed (a deluxe type of room with complimentary breakfast) 2 Nights</p> <p><i>Note: Health and Safety Guidelines, including Protocols, must be strictly observed.</i></p> <p><i>TPB will notify the service provider in case of changes in the schedule.</i></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 Van Transfer from Manila to Airport (Door to door) 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 protocols. (Including transfer-in and out)</p> <p>No. of pax: 5</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 on board * Provision of proper, approved, clean signage for the vehicles *provision of Mineral Water/ candies/ wet tissue <p>Unit: Grandia 2015</p>

<p>Van transfer in Iloilo (3 days) 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 protocols.</p> <p>Van transfer in Rizal (2 days) Door to door of all participants and TPB Officials and personnel (addresses to be provided by the project officer)</p> <p>1 JEEPNEY in Manila/Rizal/Iloilo for 4 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>*inclusive of overtime of the driver</p> <p>In terms of health and safety protocols *Daily disinfection of the vehicle</p>
<p>Domestic Air-ticket Manila – Iloilo City - Manila (3 pax)</p> <p>*rebookable ticket *additional 2 kilos per way per pax</p>	
<p>Indigenous Cultural Community (ICC) Activity No of pax: 5 pax (Participants)</p> <p>A. Indigenous Cultural Community tour visit in Rizal B. Indigenous Cultural Community tour visit in Iloilo</p>	<p>*Secured sponsorships or discounted rates should be deducted from the total expenses</p>
<p>Services of a Licensed DOT-accredited Regional English-speaking Tour Guide for (1 Tour Guide)</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 (5 pax), PPE (based on size) and face shield. 	
<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 (2) two RT PCR Tests for all the 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 5 (pax) composed of souvenir/ local giveaways/ or assorted local foods from the local community 	Note: Kindly coordinate with the Project Officer on the details.
Provision for on-site related expenses as the need arises amounting to P50,000.00 <ul style="list-style-type: none"> ▪ Airport Terminal Fees (if there is any) ▪ Porter Fees (option) ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
<ul style="list-style-type: none"> ▪ Meals <i>Day 01 to Day 06</i> Lunch good for 5 pax x 5 meals Iloilo - 1 Lunch with the Tribal Leaders of ICCs (good for 20 pax) Rizal – 1 Lunch with the Tribal Leaders of ICCs (good for 20 pax) Dinner good for 5 pax x 6 meals Note: Meals must be approved by the project officer. 	<ul style="list-style-type: none"> ▪ Incentivize Lunch and Dinner not less than Php1,000.00 per meal per pax including am and pm snacks not less than Php500.00 per pax Note: Lunch and Dinner throughout the tour are with one (1) round of drinks (choice of any beverage)
Comprehensive Travel Insurance For 5 pax	Note: with hospitalization
Provision of videographer during the visit	

II. ELIGIBILITY REQUIREMENTS

- Must be a 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 600,000.00** (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.