

**PROCUREMENT OF TOUR SERVICES
PHILIPPINE DESTINATION INVENTORY PHASE 2
PALAWAN
December 2020
Requirements**

TECHNICAL SPECIFICATIONS

I. BACKGROUND

The Tourism Promotions Board (TPB) will conduct the inventory of different destinations in the Philippines. The program aims to formulate tour packages in anticipation of the reopening of the various tourism destinations and properties that adhere to the government’s safety guidelines and protocols. It will be participated by TPB Members, DOT-accredited tour operators and media.

The conduct of the tourism destination assessment and inventory will be focused on the following:

- DOT–Accredited restaurants, accommodation and MICE facilities
- Recreations, special interest activities and other leisure activities
- Tourist mode of transportation

This shall be opened for bidding under small value procurement to qualified bidders.

<u>LOT # 1</u> (5D/4N)	PALAWAN	ABC Php 995, 000.00
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SCOPE OF WORK/DELIVERABLES:

Requirements	Particular
<p>Accommodation Target Date: 3rd week December 2020 (subject to change without prior notice) 16 rooms twin bed (4 Nights, a deluxe type of room with complimentary breakfast)</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 1 VAN <u>Assembly Area: Pick-up at Legaspi Tower 300</u> (adhering to physical distancing/compliance to health and safety protocol) And from Airport to each respective (TPB Personnel residences)</p> <p>4 VANS for the whole duration of the Tour</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 2 Mineral Water per day per passenger/ candies/ wet tissue. <p>Unit: Grandia 2015</p>

<p>(detailed route shall be based on the final itinerary to be provided by the project officer)</p> <p>drop-off to all participants and TPB Officials and personnel (the project officer shall provide details)</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>Tours and activities:</p> <p>No of pax: 20 pax (Participants)/ 5 LGUs and DOT Regional Office)</p> <p>Tours on the following:</p> <ol style="list-style-type: none"> A. Farm Tours in Palawan B. Island Hopping in Balabac C. El Nido Tour D. Demonstration Activities relative to Culinary <p>Services of a Licensed DOT-accredited Regional English-speaking Tour Guide (4 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 RT PCR tests for all the participants (before and after the trip) 	
<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 15 pcs. souvenir/ local giveaways/ or assorted local food from the Region 	<p>Note: Kindly coordinate with the Project Officer on the details.</p>

Provision for on-site related expenses as the need arises amounting to 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 05 for 25 pax (15 participants/ 3 DOT/ 7 LGU Officials) Dinner from Day 01 until Day 05 for 25 pax (15 participants/ 3 DOT/ 7 LGU Officials) AM/PM snacks Note: The project officer must approve the menu.	<ul style="list-style-type: none"> ▪ Incentivized 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 Note: Lunch and dinner throughout the tour are with one (1) round of drinks (choice of any beverage)
Comprehensive Travel Insurance (with hospitalization) For 15 pax	
Provision of AVP - Videographer/Photographer	
Validation requirements <ul style="list-style-type: none"> - Accommodation for 3D/2N - Domestic air-ticket (RT) for 2 pax - Full board meal during the validation - Land transportation (Manila-Palawan-Manila) - Entrance fees and other related expenses 	

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 above.

III. INVITATION TO SUPPLIERS

The winning bidder 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 995,000.00** (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