

TERMS OF REFERENCE

Service of a Local Ground Handler for a two-month period
For Travel Featurettes

I. BACKGROUND

The Tourism Promotions Board (TPB) Philippines is requiring the services of a PHILGEPS registered and DOT-accredited Philippine tour operator who can provide the ground handling requirement in the production of video blog footage that will showcase the reopening of Philippine tourism destinations and its safety protocols. The engagement will be for two months to commence upon receipt of the Notice to Proceed and should be completed within 60 calendar days from commencement, subject to adjustment depending on travel restrictions.

Duration : 60 calendar days upon receipt of Notice to Proceed
Venue : To be confirmed with the DOT Domestic Task Force

II. PURPOSE/OBJECTIVES:

1. Encourage Filipinos to travel locally in the new normal.
2. To show that our reopened destinations are safe, fun, and exciting to visit.
3. To inspire other Philippine destinations that have yet to fully embrace the reality of the new normal to also reopen, following health and safety protocols, to restore the jobs and livelihoods lost to the pandemic.
4. To raise awareness on the safety protocols when visiting or travelling to the reopened destinations.

III. SCOPE OF WORK AND DELIVERABLES

The Tourism Promotions Board (TPB) is inviting qualified DOT accredited Philippine tour operators to provide the requirements for the abovementioned event based on the following:

- Domestic Air Tickets:
 - Eight (8) rebookable roundtrip economy tickets for 2 pax (including terminal fees and baggage allowance for 20kg)
 - Eight (8) Destinations in the Philippines TBA
- Accommodations:
 - 2 SGL Standard room accommodations per destination (maximum of 4 nights)

- Destinations and Hotel facility to be aligned with the DOT Domestic Tourism Task Force
- Meals:
 - Full board meals for 2pax for the duration of the trip
- Transfers:
 - Car hire (sedan) good for 2 persons with provision luggage for the whole trip
 - Provision of bottled water, alcohol, disposable facemasks, wet and dry tissue packs, biscuits and candies in the vehicle at all times (During the whole trip as needed)
- Provision of raincoats and umbrellas (when applicable)
- Other miscellaneous expenses (props e.g souvenir tokens, sampling of local delicacies, etc. necessary for video production)
- Comprehensive travel insurance for participants (hired Videographer/Video Editor and Copywriter/Creative Director) of the trip
- Allot PHP10,000.00 for Miscellaneous Expenses (for Entrance Fees/Environmental Fees when applicable, Boat hire as tour and activities necessitate)
- Source and hire a videographer/video editor and copywriter/creative director with the following qualifications, subject to final approval of TPB:

Videographer/Video Editor :

- Must be skilled in photography, videography and video editing with a repertoire that includes published / publicly released video ads, vlogs, digital ads, print magazine shoots, etc. (Submit CV and work portfolio following the format as prescribed in the bidding documents)
- Must have a minimum of at least three years of experience each.
- Must be willing to travel around the country
- Must be willing to closely coordinate with TPB and DOT regarding travel itinerary
- Must be responsible for the team's personal belongings / safety at all times during each filming off destination

Copywriter/Creative Director :

- Must have excellent creative writing skills and also skilled in directing with a repertoire that includes published / publicly released

video ads, vlogs, digital ads, print magazine shoots, etc. (Submit CV and work portfolio following the format as prescribed in the bidding documents)

- Must have a minimum of at least three years of experience.
- Must be willing to travel around the country
- Must be willing to closely coordinate with TPB and DOT regarding travel itinerary
- Must be responsible for the team's personal belongings / safety at all times during each filming off destination

Note: Tour Operator must have back up Videographer/Video Editor and Copywriter/Creative Director of the same credentials (also for approval of TPB) in case of unavailability on scheduled filming of destinations.

IV. ELIGIBILITY REQUIREMENTS

Must comply with the legal, technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- Must have a valid Mayor's Permit
- Must submit company profile, BIR certificate and valid PhilGEPS registration certificate
- Must submit copy of valid DOT-accreditation certificate
- Must submit list of projects completed / clients for the past two years

V. SPECIAL/ADDITIONAL REQUIREMENTS

The Travel and Tour Operator must be:

- DOT-accredited establishment.
- Engaged in the business as tour operator for at least three (3) years at the date and time of the opening of bids.
- At least three (3) years' experience in handling shooting crew and local group travels
- Able to use only Hotels/resorts, transport facilities that are DOT-accredited
- Willing to provide services on "send-bill" arrangement based on actual billing.
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines.

Transport Service must be:

- DOT – Accredited vehicle
- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- With first-aid kit to address minor injuries and accidents

Hired Videographer/Video Editor must:

- Agree that all rights and ownership of all types of content must belong to the DOT / TPB during and after the duration of the contract.
- Only use creative assets (music/sound effect) with no licensing expiry in case of purchase of music/sound effect for the producing travel video blog materials.
- Must be fully equipped with tools (e.g., cameras, laptops, internet, microphones, lighting, recording materials, etc.) to produce and submit output.
- Turnover final destination travel video blog as well as editable video files curated images/shots, raw footages, b-rolls two (2) days after the trip / shoot (Eight destination travel video blog in total)
- Provide release file/s in HD (1080p) MP4 or MOV format but also submit a smaller sized file/s for uploading in social media platforms such as Facebook, Instagram, Tik-Tok.
- Must be able to incorporate graphics / animation and purchase necessary creative assets such as music backgrounds or sound effects as needed.

Hired Copywriter/Creative Director must:

- Agree that all rights and ownership of all types of content must belong to the DOT / TPB during and after the duration of the contract.
- Must be fully equipped with tools (e.g., cameras, laptops, internet, microphones, lighting, recording materials, etc.) to produce and submit output.
- Prepare short write-ups, titles, and captioning for social media for each of the produced videos/materials and submit them two (2) days after the trip / shoot.
- Must be able to edit videos and text content (write-ups, titles, and captioning for social) media for each of the produced videos/materials as needed.

VI. BILLING ARRANGEMENT: Send bill arrangement

Please send billing statement to:

MR. ARNOLD T. GONZALES

Acting Deputy, ODCOO for Marketing and Promotions

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1104

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

Bid price ceiling is **PHP 1,000,000.00** inclusive of taxes. For particulars, please contact **MS. GIANNA ALLYSA AÑONUEVO** at telephone numbers (02) 523-8960 and 525-9318 local 267 or email at gianna_anonuevo@tpb.gov.ph