

## PROCUREMENT OF TOUR OPERATOR

### TERMS OF REFERENCE

360° VR Experiential Regional Tours  
Palawan (24 April 2021 - 09 May 2021)  
Romblon (14 May – 26 May 2021)  
As of 4 April 2021

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#### I. BACKGROUND

The recent Coronavirus outbreak has resulted in the world largely coming to a halt, immobilizing the tourism industry almost completely. Travel restrictions and social distancing continue to be enforced across the world for the conceivable future, travel-related businesses such as airlines, cruise lines, hotels, restaurants, and museums have ceased operations. With many people confined to their homes and travel and tourism businesses closed, people have turned to the next best alternative- virtual tourism.

Virtual tourism is essentially a hybrid concept- it combines both the notions of virtual reality and tourism. In essence, virtual tourism facilitates a tourism experience, without actually having to travel anywhere. It takes many different forms and comes in varying degrees of technological capability. In its simplest form, virtual tourism may comprise of a video of a tourism destination. The 'tourist' watches the video, utilizing their hearing and sight senses.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for the regional shoot of the 360° VR Experiential Regional Tours in the provinces of Region I (La Union, Pangasinan, Ilocos Norte and Ilocos Sur)

#### II. SPECIFIC REQUIREMENTS

##### A. LOT 1 - PALAWAN

##### Accommodation in Coron (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

|   | Hotel must be located within | Number of Rooms |
|---|------------------------------|-----------------|
| <b>Check in date:</b><br>24 April 2021  | Coron, Palawan               | 1               |
| 25 April 2021                           |                              | 1               |
| <b>Check out date:</b><br>26 April 2021 |                              | 0               |
| <b>Total Room Nights</b>                |                              | 2               |

- Must be located in Coron, Palawan
- Dates are subject to change
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Must be TPB member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

##### Accommodation in El Nido (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

|   | Hotel must be located within | Number of Rooms |
|---|------------------------------|-----------------|
| <b>Check in date:</b><br>26 April 2021  | El Nido                      | 2               |
| 27 April 2021                           |                              | 2               |
| <b>Check out date:</b><br>28 April 2021 |                              | 0               |
| <b>Total Room Nights</b>                |                              | 4               |

- Must be located in El Nido, Palawan
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Must be a TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

#### **Accommodation in San Vicente (2N/3D)**

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

| Dates                                   | Hotel must be located within | Number of Rooms |
|---|------------------------------|-----------------|
| <b>Check in date:</b><br>28 April 2021  | San Vicente                  | 2               |
| 29 April 2021                           |                              | 2               |
| <b>Check out date:</b><br>30 April 2021 |                              | 0               |
| <b>Total Room Nights</b>                |                              | 4               |

- Must be located within San Vicente, Palawan
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

#### **Accommodation in Puerto Princesa (4N/5D)**

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

| Dates                                 | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>01 May 2021  | Puerto Princesa              | 1               |
| 02 May 2021                           |                              | 1               |
| 03 May 2021                           |                              | 1               |
| 04 May 2021                           |                              | 1               |
| <b>Check out date:</b><br>04 May 2021 |                              | 0               |
| <b>Total Room Nights</b>              |                              | <b>4</b>        |

- Must be located within Puerto Princesa City, Palawan
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Must be TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

#### **Accommodation in Manila (5N/6D)**

- **Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast, lunch and dinner* on the following dates:**

| Dates                                 | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>04 May 2021  | Manila                       | 1               |
| 05 May 2021                           |                              | 1               |
| 06 May 2021                           |                              | 1               |
| 07 May 2021                           |                              | 1               |
| 08 April 2021                         |                              | 1               |
| <b>Check out date:</b><br>09 May 2021 |                              | <b>0</b>        |
| <b>Total Room Nights</b>              |                              | <b>5</b>        |

- Located within Manila and Pasay
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must be a DOT-DOH-BOQ Accredited Quarantine Hotels
- Provide free transportation from airport to hotel and from hotel to residence
- Must be TPB Member
- Total cost of accommodation should be based on actual room expenses

- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

**Air Transportation**

| Date          | Route  | Number of Passengers |
|---------------|--|----------------------|
| 24 April 2021 | Manila – Busuanga (Coron)<br>PR2961 ETD 0700H ETA 0820H or<br>DG6043 ETD 1025H ETA 1145H | 1                    |
| 04 May 2021   | PPS – Manila<br>PR2786 ETD 1535H ETA1655H  | 1                    |

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- 20 kilograms’ baggage allowance plus 32 kilograms’ extra baggage allowance (Manila-Busuanga), which will be based on actual cost
- Travel Insurance with COVID-19 coverage, if applicable
- Itinerary to be sent (subject to change without prior notice)

**Water Transportation**

| Date          | Route   | Number of Passengers |
|---------------|---|----------------------|
| 26 April 2021 | Coron – El Nido<br>Montenegro Fast Ferry<br>ETD1200H ETA1530H | 1                    |

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- Travel Insurance
- Terminal Fee
- Other charges, if applicable
- Itinerary to be sent (subject to change without prior notice)

**Land Transportation**

| Date          | Route                          | Number of Units |
|---------------|--------------------------------|-----------------|
| 24 April 2021 | Coron/ Busuanga                | 1               |
| 25 April 2021 | Coron/Busuanga                 | 1               |
| 26 April 2021 | Coron                          | 1               |
| 26 April 2021 | El Nido                        | 1               |
| 27 April 2021 | El Nido                        | 1               |
| 28 April 2021 | El Nido – Taytay - San Vicente | 1               |
| 29 April 2021 | San Vicente                    | 1               |
| 30 April 2021 | San Vicente – PPS (Sabang)     | 1               |
| 01 May 2021   | PPS                            | 1               |
| 02 May 2021   | PPS                            | 1               |
| 03 May 2021   | PPS                            | 1               |

|             |     |   |
|-------------|-----|---|
| 04 May 2021 | PPS | 1 |
|-------------|-----|---|

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

**Ground Fees (Tours, land and water activities, entrance fees, boat rides, tour guides and other miscellaneous fees)**

| Date          | Ground Fees                                 | Number of Units/Pax |
|---------------|---|---------------------|
| 24 April 2021 | Boat Hire - Calauit                         | 1                   |
|               | Entrance Fee – Calauit Island National Park | 2                   |
|               | Tour Guide Fee                              | 1                   |
| 25 April 2021 | Boat Hire - Coron                           | 1                   |
|               | Entrance Fee – Coron Islands                | 2                   |
|               | Environmental Fee                           | 2                   |
|               | Tour Guide Fee                              | 1                   |
| 27 April 2021 | Boat Hire – El Nido                         | 1                   |
|               | Environmental Fee –El Nido                  | 2                   |
|               | Lagoon Fee                                  | 2                   |
|               | Tour Guide Fee                              | 1                   |
| 28 April 2021 | Entrance Fee – Fuerza de Sta. Isabel        | 2                   |

|               |                                |   |
|---------------|--------------------------------|---|
|               | Tour Guide Fee                 | 1 |
| 29 April 2021 | Boat Hire – San Vicente        | 1 |
|               | Tour Guide Fee                 | 1 |
| 30 April 2021 | Entrance Fee - PPSRNP          | 2 |
|               | Entrance Fee – Ugong Rock      | 2 |
|               | Entrance Fee – 100 Caves       | 2 |
|               | Entrance Fee – Mangrove Paddle | 2 |
|               | Tour Guide Fee                 | 1 |
| 01 May 2021   | Boat Hire – Honda Bay          | 1 |
|               | Entrance Fee – Honda Bay       | 2 |
|               | Tour Guide                     | 1 |

- Rebookable and/or refundable
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost of ground fees should be based on actual expenses
- Itinerary to be sent (subject to change without prior notice)

#### **Antigen Tests and/or RT-PCR tests and Travel/COVID Insurance**

|  |       |
|--|-------|
| Before Leaving Manila                                  | 1 pax |
| Upon Arrival at El Nido Port                           | 2 pax |
| Before Leaving Palawan                                 | 2 pax |
| Before Leaving Quarantine Facility                     | 1 pax |
| Travel Insurance with Covid-19 coverage, if applicable | 1 pax |

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

#### **III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS**

- Must be legally registered tour operator company under Philippine laws for 5 years;
- Must have previously completed a minimum of 3 projects for the past 5 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, institutions or Organizations
- Must be DOT-accredited tourism establishment
- Must be TPB Member
- Must be a local tour operator of the MIMAROPA region
- Must have free cancellation, rebooking, transferable or refundable policies

#### **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is **Two Hundred Ninety-One Thousand Seven Hundred Pesos Only (₱291,700.00)** inclusive of applicable taxes and fees.

#### **V. TERMS OF PAYMENT**

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

#### VI. CONTACT PERSON

**MILO S. OROPEZA**  
 Domestic Promotions Department  
[milo\\_oropeza@tpb.gov.ph](mailto:milo_oropeza@tpb.gov.ph)

### B. LOT 2 - ROMBLON

#### Accommodation in Carabao Island (1N/2D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

|                                       | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>14 May 2021  | Carabao Island               | 2               |
| <b>Check out date:</b><br>15 May 2021 |                              | 0               |
| <b>Total Room Nights</b>              |                              | 2               |

- Must be located in Carabao Island, Romblon
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

#### Accommodation in Tablas (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

|                                       | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>15 May 2021  | Tablas                       | 2               |
| 16 May 2021                           |                              | 2               |
| <b>Check out date:</b><br>17 May 2021 |                              | 0               |
| <b>Total Room Nights</b>              |                              | 4               |

- Must be located in Odiongan, Tablas, Romblon
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense

- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

**Accommodation in Romblon (1N/2D)**

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

| Dates                                 | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>17 May 2021  | Romblon                      | 2               |
| <b>Check out date:</b><br>18 May 2021 |                              | 0               |
| <b>Total Room Nights</b>              |                              | 2               |

- Must be located within Romblon, Romblon
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)

**Accommodation in Sibuyan Island (2N/3D)**

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast* on the following dates:

| Dates                                 | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>18 May 2021  | Sibuyan Island               | 2               |
| 19 May 2021                           |                              | 2               |
| <b>Check out date:</b><br>20 May 2021 |                              | 0               |
| <b>Total Room Nights</b>              |                              | 4               |

- Must be located within Sibuyan Island, Romblon
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.
- Itinerary to be sent (subject to change without prior notice)



### **Accommodation in Manila (5N/6D)**

- Provide hotel accommodation (*twin sharing*) inclusive of *daily breakfast, lunch and dinner* on the following dates:

| Dates                                 | Hotel must be located within | Number of Rooms |
|---------------------------------------|------------------------------|-----------------|
| <b>Check in date:</b><br>21 May 2021  | Manila                       | 2               |
| 22 May 2021                           |                              | 2               |
| 23 May 2021                           |                              | 2               |
| 24 May 2021                           |                              | 2               |
| 25 May 2021                           |                              | 2               |
| <b>Check out date:</b><br>26 May 2021 |                              | <b>0</b>        |
| <b>Total Room Nights</b>              |                              | <b>10</b>       |

- Located within Manila and Pasay
- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must be a DOT-DOH-BOQ Accredited Quarantine Hotels
- Provide free transportation from airport to hotel and from hotel to residence
- Must be TPB Member
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

### **Air Transportation**

| Date        | Route   | Number of Passengers |
|-------------|---|----------------------|
| 14 May 2021 | Manila – Caticlan<br>5J891 ETD 0620H ETA 0735H or<br>PR2039 ETD 0735H ETA 0840H | 2                    |

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- 20 kilograms' baggage allowance
- Travel Insurance with COVID-19 coverage, if applicable
- Itinerary to be sent (subject to change without prior notice)

### **Water Transportation**

| Date        | Route                              | Number of Passengers |
|-------------|------------------------------------|----------------------|
| 14 May 2021 | Caticlan to Carabao Island         | 2                    |
| 15 May 2021 | Carabao Island to Sta. Fe (Tablas) | 2                    |
| 17 May 2021 | San Agustin to Romblon             | 2                    |
| 18 May 2021 | Romblon to Sibuyan                 | 2                    |
| 20 May 2021 | Sibuyan to Batangas Port           | 2                    |

- Must have free cancellation, rebooking, transferable or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- Itinerary to be sent (subject to change without prior notice)
- Travel Insurance
- Terminal Fee
- Other charges, if applicable

### **Land Transportation**

| Date        | Route  | Number of Units |
|-------------|--|-----------------|
| 15 May 2021 | Sta. Fe – Looc – Odiongan – Calatrava (Tablas)     | 1               |
| 16 May 2021 | Calatrava – San Agustin (Tablas)                   | 1               |
| 17 May 2021 | Port of Tablas                                     | 1               |
| 17 May 2021 | Romblon  | 1               |
| 18 May 2021 | Port of Romblon                                    | 1               |
| 18 May 2021 | Port of Ambulong Magdiwang, Sibuyan – San Fernando | 1               |
| 19 May 2021 | Sibuyan  | 1               |
| 20 May 2021 | Port of Ambulong Magdiwang, Sibuyan                | 1               |
| 21 May 2021 | Port of Batangas - Manila                          | 1               |

- Must have free cancellation, rebooking, or refundable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Uniformed, presentable and trained drivers
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.
- Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 4 – 6 persons with luggage and driver
- Equipped with climate control or air-conditioning
- With universal van sliding windows
- Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles
- Equipped with safety belts for all seats
- Be at all times clean and tidy when arriving to pick up the passengers
- Regularly checked for roadworthiness and safety
- Maximum use of 15 hours per day inclusive of overtime and driver’s fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver’s fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit on board
- Provision of umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

### **C. Ground Fees (Tours, land and water activities, entrance fees, boat rides, tour guides and other miscellaneous fees)**

| Date        | Activities/Route           | Number of Units/Pax |
|-------------|----------------------------|---------------------|
| 14 May 2021 | Boat Hire – Carabao Island | 1                   |
|             | Tour Guide – Sta. Fe       | 1                   |
| 15 May 2021 | Tour Guide                 | 1                   |
| 16 May 2021 | Boat Hire - Calatrava      | 1                   |

|             |                     |   |
|-------------|---------------------|---|
|             | Tour Guide          | 1 |
| 17 May 2021 | Boat Hire – Romblon | 1 |
|             | Tour Guide          | 1 |
| 18 May 2021 | Tour Guide          | 1 |
| 19 May 2021 | Boat Hire - Cresta  | 1 |
|             | Tour Guide          | 1 |

- Rebookable and/or refundable
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost of ground fees should be based on actual expenses
- Inclusive of cost of entrance and environmental fees, if applicable
- Itinerary to be sent (subject to change without prior notice)

#### D. Antigen and/or RT-PCR Tests and Travel/COVID Insurance

|  |       |
|--|-------|
| Before Leaving Manila                                  | 2 pax |
| Before Leaving Quarantine Facility                     | 2 pax |
| Travel insurance with Covid-19 coverage, if applicable | 2 pax |

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

### III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company under Philippine laws for 5 years;
- Must have previously completed a minimum of 3 projects for the past 5 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, institutions or Organizations
- Must be DOT-accredited tourism establishment
- Must be TPB Member
- Must be a local tour operator of the MIMAROPA region
- Must have free cancellation, rebooking, transferable or refundable policies

### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Two Hundred Fifteen Thousand Four Hundred Pesos Only (₱215,400.00)** inclusive of applicable taxes and fees.

### V. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

### VI. CONTACT PERSON

**MILO S. OROPEZA**

Domestic Promotions Department

[milo\\_oropeza@tpb.gov.ph](mailto:milo_oropeza@tpb.gov.ph)