

# PROCUREMENT OF TOUR OPERATOR

## TERMS OF REFERENCE SERVICES OF A TOUR OPERATOR FOR TPB'S PARTICIPATION IN THE 28<sup>TH</sup> TRAVEL TOUR EXPO (TTE)

Date: 22 - 26 July 2021

(including ingress and egress)

SMX Convention Center Manila, Pasay City

### I. BACKGROUND

The Travel Tour Expo (TTE), considered as the country's biggest annual travel and tourism event, was initially held in 1994 so that Philippine Travel Agencies Association (PTAA) members could have a platform to offer discounted domestic and international travel deals along with other travel related products and merchandize.

The 28<sup>th</sup> TTE event will be staged both virtual and physical to adhere on the new normal guidelines of safety protocols promulgated by the IATF and the Department of Tourism. The expo will feature 200 exhibitors a cross section of the Philippine tourism industry along the national tourism organizations and embassies.

TPB's participation aims to deliver a highly-cost-effective sales and marketing tool through direct sales, launch of new products/destinations, lead generation, recruitment of new TPB members, and networking/building and maintaining of client stakeholders.

- Convey a positive outlook towards Philippines as a safe, culturally diverse and fun tourism destination of choice
- Bring back the confidence to travel

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for TPB's participation in the 28<sup>th</sup> Travel Tour Expo (TTE) 2021.

### II. SPECIFIC REQUIREMENTS

#### Accommodation

- Provide hotel accommodation (**twin-sharing**) inclusive of **breakfast** on 22- 26 July 2021

	Hotel must be located within	Number of Rooms
<b>Check in date:</b> 22 July 2021	3 kilometers from SMX Convention Center Manila	6
23 July 2021		6
24 July 2021		6
25 July 2021		6
<b>Check out date:</b> 26 July 2021		0
<b>Total Room Nights</b>		28

- Must be located within 3 kilometers from the SMX Convention Center Manila
- Dates are subject to change without prior notice
- 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 Department of Tourism (DOT) Certificate of Authority to Operate or Provisional Certificate or Authority to Operate and/or recipient of WTTC Safe Travel Stamp prior to its operation. **Submit a copy of the Certificate same day of the bid submission.**
- Must be TPB Member. **Submit a copy of the Certificate same day of the bid submission.**
- 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)
- Provide free transportation from hotel to SMX Convention Center Manila and vice versa, if available

### Transportation

- Two (2) units van including gasoline
  - a. First van to begin servicing on 21 July 2021 until 26 July 2021

Date	Route	Number of Units
21 July 2021	TPB to any points within Metro Manila and its environs	1
22 July 2021		1
23 July 2021		1
24 July 2021		1
25 July 2021		1
26 July 2021		1

- b. Second van to begin servicing on 22 July 2021 until 26 July 2021

Date	Route	Number of Units
22 July 2021	TPB to any points within Metro Manila and its environs	1
23 July 2021		1
24 July 2021		1
25 July 2021		1
26 July 2021		1

- Dates are subject to change, without prior notice
- 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)
- Multiple pick up and drop off points within Metro Manila and its environs

### III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC, DTI or CDA;**
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. **Required to submit a list of completed projects from 2018 – 2020;**
- Must be DOT-accredited tourism enterprise. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;**
- Must be TPB Member. **Required to submit TPB Certificate of Membership;**
- Must have expertise in organizing and coordinating travel arrangements in Metro Manila. **Required to submit a list of projects conducted in Metro Manila.**
- Must have free cancellation, rebooking, transferable or refundable policies. **Required to submit a notarized certificate of undertaking that the tour operator company or**

travel agency concerned have free cancellation, rebooking, transferable or refundable policies.

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

The ABC is Two Hundred Fifty-Six Thousand Pesos (₱256,000.00) 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

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**\*\*\* Nothing Follows \*\*\***