

PROCUREMENT OF TOUR SERVICES
Philippine Travel Exchange (PHITEX) Site Validation in Bicol
May 22-25, 2021
Requirements

TERMS OF REFERENCE

Relative to the approved theme for the PHITEX 2021 entitled “Beyond Business: Co-creating Safe, Smart and Sustainable Tourism”, the PHITEX Committee Members will conduct site validation in Bicol to highlight the local communities’ handicrafts.

This year’s PHITEX intends to highlight one of TPB’s banner programs, “Habi” or “Weave”. The TPB’s Banner Program on “Habi” or Weave is Pursuant to the updated Philippine Development Plan (PDP) 2017-2022 and the Reformulated National Tourism Development Plan (NTDP) 2021-2022, which both identify Philippine culture and values as a priority. Likewise, it aligns with the UNWTO Sustainable Development Goals (SDG), specifically Goal 10 on Reduced Inequalities, which cites tourism as a powerful tool for community development by giving communities the opportunity to prosper in their place of origin. It is interesting to explore the fate of the BICOL handloom weaving industry under the context of the global market because the industry reflected its cultural heritage and emerging practices which serves as sources of rural employment and supplement household income.

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators/ground handler to provide and manage the roundtrip airticket, accommodation, meals, transportation and tours with local guide requirements of the abovementioned event based on the following guidelines:

DURATION	DESINATION	NO. OF PAX	ABC
(4D/3N)	NAGA CITY-LEGASPI CITY	7 PAX	FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS (PHP 438,700.00)

I. SCOPE OF WORK/DELIVERABLES:

Requirements	Particular
<p>I. ROUNDTrip DOMESTIC AIR-TICKETS WITH EXCESS BAGGAGE</p> <p>a. Provision of roundtrip domestic air tickets for 7 pax (Manila – Legazpi and or Naga / Legazpi – Manila)</p> <p>Legazpi-Manila 25 May via PR 2926 (1640H-1755H)</p> <p>b. Provision of extra 10 kilos baggage allowance per passenger per way.</p>	<p>Flight Details: ETD in Manila : 22 May via PR 2923 (0900H-1000H)</p> <p>and or Manila-Naga DG 611 11:30 – 12:40H</p>

<p>II. ACCOMMODATION REQUIREMENTS</p> <p>Provision of 7 single deluxe-type of room accommodation with breakfast on 22-25, May 2021.</p> <p>a. 2 nights stay in Naga City (vice versa) b. 1 night stay in Legazpi City (vice versa)</p>	<p>*Must be a DOT-Accredited Accommodation establishment</p> <p>*Must have a Certificate to Operate</p> <p>*Must adhere Safety and Protocol Guideline of the Department of Tourism (DOT)</p>
<p>III. LAND TRANSPORTATION REQUIREMENTS</p> <p>a. Provision of 1 coaster and 1 Toyota Grandia VAN in Bicol</p> <p>b. Transportation services: May 22-25, 2021</p> <p>c. Itinerary will be provided by the project officer</p> <p>d. Places to visit are the following:</p> <ul style="list-style-type: none"> - Camarines Norte (Labo and Talisay) - Naga City - Camarines Sur (Municipality of Buhi and other weaving areas in Camarines Sur to be provided by the project officer) - Province of Albay (to be provided by the project officer) 	<p>* Uniformed, presentable and trained drivers</p> <p>* Gasoline, toll and parking fees</p> <p>* Dispatcher/coordinator per vehicle</p> <p>* Provision of first aid kit on board</p> <p>* Provision of proper, approved, clean signage for the vehicles</p> <p>*provision of Mineral Water/ candies/ wet tissue</p> <p>*inclusive of Transfer-in and out</p> <p>*provision of snacks on board</p> <p>Unit: Grandia 2015</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>IV. MEALS AND BEVERAGES</p> <p>Provision of Meals (subject for the approval of the project officer)</p> <ul style="list-style-type: none"> - Provision of 4 lunches for the group (Php800/day/pax) - Provision of 3 dinners for the group (Php 1000/day/pax) - Provision of 4 snacks for the group (Php 500/day/pax) 	<p>Note: Lunch and Dinner throughout the tour have one (1) round of drinks (choice of any beverage)</p>
<p>V. Services of a Licensed DOT-accredited Regional English-speaking Tour Guide (1 Tour Guide per van)</p>	<p>*Actual expenses/ secured sponsorships or discounted rates should be deducted from the total expenses</p>
<p>VI. 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 (7 pax) and face shield (7 pax).</p>	
<p>VII. 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.)</p>	
<p>VIII. Provision of Antigen/ or RT-PCR Test for 7 participants</p>	
<p>IX. Provision of enough umbrellas/raincoats on board for the participants in case it rains.</p>	

<p>X. Provision for on-site related expenses as the need arises Airport Terminal Fees (option)</p> <ul style="list-style-type: none"> - Porter Fees (option) - Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) - Environmental and Entrance Fees (to be determined by TPB based on the recommended sites and attractions of DOT Regional Office) 	
<p>XI. Comprehensive Travel Insurance for 7 pax</p>	
<p>Other requirements:</p> <ul style="list-style-type: none"> • Coordination with TPB in all other matters required for the smooth implementation of the tour. • Designation of a point person who will coordinate with TPB 	

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.
- Properties must be DOT Accredited / or with Certificate to Operate Authority.
- Must have handled at least three (3) government projects/events.
- Must be a DOT Accredited local tour operator of the region or DOT Accredited tour operator that can handle the destinations mentioned above.

III. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposal of the attached tour modules per lot basis. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance and 10kls excess baggage, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.

Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components. 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

MICKA ANJELLA D. CALZADO / ALBERTO GADIA

International Promotions Department / Domestic Promotions Department

Email : anjella_calzado@tpb.gov.ph / alberto_gadia@tpb.gov.ph

Tel. No: 02 8525-9318

V. BUDGET:

The allotted budget is **FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS (PHP 438,700.00)** inclusive of all applicable taxes.

VI. PAYMENT PROCEDURE:

Send the bill to the **TOURISM PROMOTIONS BOARD – ATTN: MICKA ANJELLA D. CALZADO**, 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 of **FOUR HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS (PHP 438,700.00)**

***** Nothing Follows *****