

PROCUREMENT OF TOUR SERVICES
Philippine Travel Exchange (PHITEX) Organizing Committee
Site Inspection in Subic, Zambales and Nearby Environs Requirements
Indicative Dates: 01 to 03 July 2021

TECHNICAL SPECIFICATIONS

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 Subic, Zambales and nearby environs to highlight the local communities’ handicrafts.

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators/ground handler to provide and manage the accommodation, meals, and transportation requirements of the above-mentioned event based on the following guidelines:

DURATION	DESINATION	NO. OF PAX	ABC
(3D/2N)	SUBIC, ZAMBALES AND ENVIRONS	39 PAX	SEVEN HUNDRED THOUSAND SIX HUNDRED PESOS (PHP 700,600.00)

I. SCOPE OF WORK/DELIVERABLES

Requirements	Particulars
<p>I. ACCOMMODATION REQUIREMENTS</p> <p>a. <u>Stay dates: July 1 to 2, 2021 (overnight)</u> 3 rooms single occupancy (deluxe/suite) 15 rooms twin occupancy (standard/deluxe)</p> <p>b. <u>Stay dates: July 1 to 3, 2021 (two nights)</u> 3 rooms twin occupancy (standard/deluxe)</p> <p>Total room requirement: 21 rooms Total room nights: 24 RNs</p>	<ul style="list-style-type: none"> • Inclusive of breakfast based on occupancy • Must be a DOT-Accredited Accommodation establishment • Must have a Certificate to Operate • Must adhere to the Safety and Protocol Guidelines of the Department of Tourism (DOT)
<p>II. LAND TRANSPORTATION</p> <p>Provision of 7 Toyota Grandia VAN for the shuttle service of the PHITEX 2021 Site Validation RT-PCR Test on June 29, 2021 to pick up from Residence</p>	<ul style="list-style-type: none"> • Uniformed, presentable and trained drivers • Gasoline, toll and parking fees • Provision of first aid kit on board

<p>II. Provision of Health and Safety Tour Kit /Travel necessities – tissue, wipes, 50 ml alcohol, three sachets of mosquito repellent and or off lotion, disposable hooded emergency raincoats, gloves, KF94 face masks and face shields.</p>	
<p>III. 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>IV. Provision of enough umbrellas/raincoats on board for the participants in case it rains.</p>	
<p>V. Provision for on-site related expenses as the need arises (Incidental and other miscellaneous expenses)</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 • Accommodation of additional requirements that may be mutually agreed upon by the TPB and the service provider as long as it is within the bid price. 	

II. ELIGIBILITY REQUIREMENTS

1. Must be DOT accredited and **preferably** a TPB Member;
2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps);
3. Must be a member of DOT recognized organizations;
4. Must have handled at least three (3) similar government projects/events;
5. 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 proposals based on the attached itinerary/tour modules. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and other applicable fees, charges and taxes), meals and accommodation inclusive of breakfast, entrance fees and environmental fees and other similar fees, taxes and charges.

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. BUDGET AND PAYMENT PROCEDURE

The allotted budget is **SEVEN HUNDRED THOUSAND SIX HUNDRED PESOS (PHP 700,600.00)** inclusive of service charge and all applicable taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

Payment for this requirement shall be on a **SEND-BILL BASIS**. Please send billing invoice to Tourism Promotions Board – Attn. Trixia Medina or Hannah Yabyabin.

V. PROJECT OFFICERS/CONTACT PERSONS

PHITEX 2021 SECRETARIAT COMMITTEE

Telephone numbers (02) 525-9318 to 27

TRIXIA MEDINA / HANNAH YABYABIN

Central Information Committee

trixia_medina@tpb.gov.ph / hannah_sarmiento@tpb.gov.ph

CARMELA JOY A. FEBRIO

Accommodations Committee

carmela_febrio@tpb.gov.ph

REMIGIO U. PAGADUAN

Land Transportation Committee

andy_pagaduan@tpb.gov.ph

ALBERTO GADIA

Post Tours Committee

alberto_gadia@tpb.gov.ph