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	39 PAX	SEVEN HUNDRED
	AND ENVIRONS		THOUSAND SIX HUNDRED
			PESOS
			(PHP 700,600.00)

I. SCOPE OF WORK/DELIVERABLES

Requirements	Particulars	
a. Stay dates: July 1 to 2, 2021 (overnight) 3 rooms single occupancy (deluxe/suite) 15 rooms twin occupancy (standard/deluxe) b. Stay dates: July 1 to 3, 2021 (two nights) 3 rooms twin occupancy (standard/deluxe) Total room requirement: 21 rooms Total room nights: 24 RNs	 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) 	
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	 Uniformed, presentable and trained drivers Gasoline, toll and parking fees Provision of first aid kit on board 	

(Metro Manila and NCR plus) to PCMC and/or UP PGH and vice versa

Provision of 7 Toyota Grandia VAN shuttle service of the PHITEX 2021 Validation Site Inspection in Subic, Zambales and nearby environs.

July 1, 2021 - 7 vans to pick up the PHITEX 2021 Site Validation Team from their respective residences and proceed to Subic itinerary to be provided on a daily basis

July 2, 2021 – Morning in Subic, Zambales and nearby environs

Afternoon 6 vans to depart for Metro
 Manila and NCR plus to drop off the PHITEX 2021
 Site Validation Team to their respective residences

July 3, 2021 – In the morning, 1 van in Subic, Zambales and nearby environs for the meetings and site inspection

- Afternoon departure for Metro Manila and NCR plus to drop off the Validation Site inspection team to their respective residences

- provision of Mineral Water/ candies/ wet tissue
- Unit: Grandia 2018
- inclusive of overtime of the driver

In terms of health and safety protocols

- Driver must present negative results of RT-PCR Test prior to departure
- Daily disinfection of the vehicle

I. MEALS AND BEVERAGES

Provision of Meals (subject for the approval of the project officer)

- Provision of 1 breakfast for 39 pax on 01
 July 2021 (Php 500/day/pax)
- Provision of 2 AM snacks for 39 pax on 01-02 July 2021 (Php 300/day/pax)
- Provision on 1 AM snacks for 5 pax on 03 July 2021 (Php 300/day/pax)
- Provision of 2 lunches for 39 pax on 01-02 July 2021 (Php 1,000/day/pax)
- Provision of 1 lunch for 5 pax on 03 July 2021 (Php 1,000/day/pax)
- Provision of 2 PM snacks for 39 pax on 01-02 July 2021 (Php 300/day/pax)
- Provision of 1 PM snacks for 5 pax on 03
 July 2021 (Php 300/day/pax)
- Provision of 1 dinner for 39 pax on 01 July 2021 (Php 1,200/day/pax)
- Provision of 1 dinner for 5 pax on 02 July 2021 (Php 1,200/day/pax)

Note:

- * Lunch and Dinner throughout the tour have one (1) round of drinks (choice of any beverage)
- * Provision packed snacks for participants who have outside meetings
- * Provision of 2 bottled water per pax per day

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.	
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.)	
IV. Provision of enough umbrellas/raincoats on	
board for the participants in case it rains.	
V. Provision for on-site related expenses as	
the need arises (Incidental and other	
miscellaneous expenses)	
Other requirements:	
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.

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

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