

PROCUREMENT OF TOUR OPERATOR

TERMS OF REFERENCE

360° VR Experiential Regional Tours
Cavite- Batangas- Laguna – July 5-9, 2021
Quezon- Laguna- July 10-13, 2021
Rizal- Quezon- July 19-23, 2021

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 Cavite, Laguna, Batangas, Rizal and Quezon.

This project consists of three (3) lots: Lot 1 – Cavite- Batangas- Laguna; Lot 2 – Quezon- Laguna and Lot 3- Rizal- Quezon. Prospective bidders may offer to bid per lot or all given that the proposal does not exceed the provided Approved Budget for the Contract (ABC).

II. SPECIFIC REQUIREMENTS

A. LOT 1 – CAVITE- BATANGAS- LAGUNA

Accommodation in Cavite (1N)

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

	Hotel must be located within	Number of Rooms
Check in date: 05 July 2021	Silang, Cavite	3
Check out date: 06 July 2021		
Total Room Nights		3

- Must be located in Silang, Cavite
- 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
- 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 Tanza, Cavite (1N)

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

	Hotel must be located within	Number of Rooms
Check in date: 06 July 2021	Tanza, Cavite	3
Check out date: 07 July 2021		
Total Room Nights		3

- Must be located in Tanza, Cavite
- 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
- 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 Nasugbu, Batangas (1N)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 07 July 2021	Nasugbu, Batangas	3
Check out date: 08 July 2021		0
Total Room Nights		3

- Must be located within Nasugbu, Batangas
- 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 San Juan, Batangas (1N)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 08 July 2021	San Juan, Batangas	3
Check out date: 09 July 2021		
Total Room Nights		3

- Must be located within San Juan, Batangas
- 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 Nasugbu, Batangas (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

Check in date: 09 July 2021	Nasugbu, Batangas	1
10 July 2021		1
11 July 2021		1
12 July 2021		1
13 July 2021		1
Check out date: 14 July 2021		0
Total Room Nights		5

- Located within Nasugbu, Batangas
- 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 be a DOT-DOH-BOQ Accredited Quarantine Hotels / Isolation Facility
- Must be TPB member
- Provide free transportation from hotel to residence
- 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)

Land Transportation

Date	Route	Number of Units
05 July 2021	Kawit- Noveleta-General Trias- Dasmaringas-Carmona	2
06 July 2021	Silang- Amadeo- Indang- Alfonso- Maragondon	1
07 July 2021	Naic- Nasugbu	1
08 July 2021	Calatagan- Agoncillo- Taal- Mabini- Batangas-Lobo- San Juan	1
09 July 2021	Lipa- Malvar- Sto. Tomas- Calamba- Sta. Rosa	2

- 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
- 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
05 July 2021	Entrance Fee - Casa Tribunal - Museo ni Aguinaldo - GBR Museum - Museo de La Salle	3
	Activity Fee - Paragliding - Kart Racing	3
	Tour Guide Fee	1
06 July 2021	Entrance Fee - Shambala Living Museum - Museo Orlina - Sky Ranch - Balay Indang - Reptiland - Gingerbread House	3
	Boat Fee	1
	Environmental Fee	3
	Tour Guide Fee	1
07 July 2021	Entrance Fees	3
08 July 2021	Entrance Fee - Enrique Zobel Museum	3

	Tour Guide Fee	1
	Boat Hire – Taal Volcano	1
09 July 2021	Entrance Fee	3

- Dates are subject to change
- 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	3 pax
Before Leaving Quarantine Facility	1 pax
Travel Insurance with Covid-19 coverage	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 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 establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Must be TPB Member. Required to submit TPB Certificate of Membership.
- Must be a local tour operator company or travel agency of the MIMAROPA region. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities. Required to submit proof that the local tour operator or travel agency is allowed to conduct business with the local government's geographical jurisdiction, i.e. Business Permit;
- 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 **One Hundred Ninety-One Thousand Pesos Only (₱191,000.00)** 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

EDESSA JOY L. DELEGIRO

Domestic Promotions Department

edessa_delegiro@tpb.gov.ph

B. LOT 2 – QUEZON- LAGUNA

Accommodation in Tiaong, Quezon (1N)

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

	Hotel must be located within	Number of Rooms
Check in date: 10 July 2021	Tiaong, Quezon	3
Check out date: 11 July 2021		0
Total Room Nights		3

- Must be located in Tiaong, Quezon
- 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
- 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 Lucban, Quezon (1N)

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

	Hotel must be located within	Number of Rooms
Check in date: 11 July 2021	Lucban, Quezon	3
Check out date: 12 July 2021		0
Total Room Nights		3

- Must be located in Lucban, Quezon
- 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
- 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 Cavinti, Laguna (1N)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 12 July 2021	Cavinti, Laguna	3
Check out date: 13 July 2021		0
Total Room Nights		3

- Must be located within Cavinti, Laguna
- 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
- 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 Quezon City or BGC (5N/6D)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 13 July 2021	Quezon City or BGC	1

14 July 2021		1
15 July 2021		1
16 July 2021		1
17 July 2021		1
Check out date: 18 July 2021		0
Total Room Nights		5

- Located within Quezon City or BGC
- 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 be a DOT-DOH-BOQ Accredited Quarantine Hotels / Isolation Facility
- Must be TPB member
- Provide free transportation from hotel to residence
- 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)

Land Transportation

Date	Route	Number of Units
10 July 2021	Calauan- San Pablo- Tioang	1
11 July 2021	Candelaria- Luisiana- Sariaya- Lucban	1
12 July 2021	Majayjay- Liliw- Nagcarlan—Pila- Pagsanjan	1
13 July 2021	Cavinti- Lumban-Pila- Los Banos	1

- Dates are subject to change
- 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
10 July 2021	Entrance fee - Villa Escudero	3
	Tour Guide	1
11 July 2021	Entrance fee - Hulugan Falls - Batis Aramin	3
	Environmental fee	3
	Tour Guide	1
12 July 2021	Entrance fee - Majayjay Falls - Esmeris Farm - Kilangin Falls - Pagsanjan Falls - Pila Heritage Site	3
	Environmental fee	3
	Tour Guide	1
13 July 2021	Entrance fee	3
	Environmental fee	3
	Tour Guide	1

- Dates are subject to change
- 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	3 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 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 establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Must be TPB Member. Required to submit TPB Certificate of Membership.
- Must be a local tour operator company or travel agency of the MIMAROPA region. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities. Required to submit proof that the local tour operator or travel agency is allowed to conduct business with the local government's geographical jurisdiction, i.e. Business Permit;
- 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 Twenty- Eight Thousand Pesos Only (₱228,000.00)** 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

EDESSA JOY L. DELEGIRO
 Domestic Promotions Department
edessa_delegiro@tpb.gov.ph

C. LOT 3 – RIZAL- QUEZON

Accommodation in Infanta, Quezon (2N/3D)

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

	Hotel must be located within	Number of Rooms
Check in date:	Infanta, Quezon	

19 July 2021		3
20 July 2021		3
Check out date: 21 July 2021		0
Total Room Nights		6

- Must be located in Infanta, Quezon
- 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
- 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 Lumban, Laguna (1N)

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

	Hotel must be located within	Number of Rooms
Check in date: 21 July 2021	Lumban, Laguna	3
Check out date: 22 July 2021		0
Total Room Nights		3

- Must be located in Lumban, Laguna
- 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
- 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 Tanay, Rizal (1N)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 22 July 2021	Tanay, Rizal	3
Check out date: 23 July 2021		0
Total Room Nights		3

- Must be located within Tanay, Rizal
- 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
- 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 Pasay, Makati or Manila (5N/6D)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 23 July 2021	Pasay, Makati or Manila	1
24 July 2021		1
25 July 2021		1
26 July 2021		1
27 July 2021		1
Check out date: 28 July 2021		0
Total Room Nights		5

- Located within Pasay, Makati or 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 be a DOT-DOH-BOQ Accredited Quarantine Hotels / Isolation Facility
- Must be TPB member

- Provide free transportation from hotel to residence
- 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)

Land Transportation

Date	Route	Number of Units
19 July 2021	Antipolo- Baras- Infanta	1
20 July 2021	General Nakar	1
21 July 2021	Real	1
22 July 2021	Paete- Pillilla- Tanay	1
23 July 2021	Baras- Morong- Binangonan- Angono- Taytay- Cainta	1

- Dates are subject to change
- 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)

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

Date	Activities/Route	Number of Units/Pax
19 July 2021	Entrance fee - Cloud 9 Sport and Leisure Club - Hinulugang Taktak - Pinto Museum - Masungi Georeserve - BIPCO Mangrove	3
	Environmental fee	3
	Tour Guide	1
20 July 2021	Entrance fee	3
	Environmental fee	3
	Tour Guide	1
21 July 2021	Entrance fee	3
	Environmental fee	3
	Tour Guide	1
22 July 2021	Entrance fee	3
	Environmental fee	3
	Tour Guide	1
23 July 2021	Entrance fee -Nemiranda Arthouse	3
	Tour Guide	1

- Dates are subject to change
- 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)

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

Before Leaving Manila	3 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

IV. 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 establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Must be TPB Member. Required to submit TPB Certificate of Membership.
- Must be a local tour operator company or travel agency of the MIMAROPA region. The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities. Required to submit proof that the local tour operator or travel agency is allowed to conduct business with the local government’s geographical jurisdiction, i.e. Business Permit;
- 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 Two Thousand Five Hundred Pesos Only (₱202, 500.00)** inclusive of applicable taxes and fees.

VII. TERMS OF PAYMENT

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

VIII. CONTACT PERSON

EDESSA JOY L. DELEGIRO

Domestic Promotions Department

edessa_delegiro@tpb.gov.ph