

PROCUREMENT OF TOUR OPERATOR

TERMS OF REFERENCE

360° VR Experiential Regional Tours
Marinduque (30 July 2021 - 09 August 2021)
Mindoro (12 - 24 August 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 Mindoro and Marinduque

This project consists of two (2) lots: Lot 1 – Marinduque and Lot 2 – Mindoro. 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 - MARINDUQUE

Accommodation in Boac (3N/4D)

- Provide hotel accommodation (*twin sharing*) inclusive of *full board meals* on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 30 July 2021	Boac	2
Check out date: 31 July 2021		0
Total Room Nights		2

and

	Hotel must be located within	Number of Rooms
Check in date: 02 Aug 2021	Boac	2
03 Aug 2021		2
Check out date: 04 Aug 2021		0
Total Room Nights		4

- Must be located in Boac, Marinduque
- 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 DOT Certificate of Authority to Operate or Provisional 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 Sta. Cruz (2N/3D)

- Provide hotel accommodation (*twin sharing*) inclusive of *full board meals* on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 31 July 2021	Sta. Cruz	2
01 Aug 2021		2
Check out date: 02 Aug 2021		0
Total Room Nights		4

- Located in Sta. Cruz, Marinduque
- 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 DOT Certificate of Authority to Operate or Provisional Certificate of Authority to Operate prior to its operation
- Inclusive of full board meals
- 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 Manila (5N/6D)

- Provide hotel accommodation (*twin sharing*) inclusive of **full board meals** on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 04 Aug 2021	Manila	2
05 Aug 2021		2
06 Aug 2021		2
07 Aug 2021		2
08 Aug 2021		2
Check out date: 09 Aug 2021		0
Total Room Nights		10

- Located within Manila, Makati and Pasay
- 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 Isolation or Quarantine Hotel
- Provide free transportation from airport to hotel and/or from hotel to residence
- 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.

Air Transportation

Date	Route	Number of Passengers
30 July 2021	Manila – Marinduque DG6007 ETD 0735H ETA 0840H	2
04 Aug 2021	Marinduque – Manila DG6006 ETD 0915H ETA 1020H	2

- 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
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- 20 kilograms' baggage allowance plus 32 kilograms' extra baggage allowance (Manila-Marinduque), which will be based on actual cost.
- Travel Insurance with COVID-19 coverage
- Itinerary to be sent (subject to change without prior notice)

Water Transportation

Date	Route	Number of Passengers
30 July 2021	Lucena - Boac	2
03 Aug 2021	Boac - Lucena	2

- 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
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- Travel Insurance
- Terminal Fee
- Other charges, if applicable
- Itinerary to be sent (subject to change without prior notice)

Land Transportation

Date	Route	Number of Units
29 July 2021	Manila - Lucena	1
30 July 2021	Boac	1
31 July 2021	Boac-Sta.Cruz	1
01 Aug 2021	Sta. Cruz	1
02 Aug 2021	Sta. Cruz	1
03 Aug 2021	Sta. Cruz-Balanacan Port (Option 1)	1
04 Aug 2021	Sta. Cruz-Marinduque Airport (Option 2)	1
04 Aug 2021	Lucena - Manila	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)

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

Date	Activities/Route	Number of Units/Pax
30 July 2021	Food Demo	2
	Tour Guide	1
31 July 2021	Tour Guide	1
	Boat Hire	1
	Food Demo	1
01 Aug 2021	Tour Guide	1
	Boat Hire	1
	Food Demo	1
03 Aug 2021	Tour Guide	1
	Boat Hire	1

- Dates are subject to change without prior notice
- 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

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

Before Leaving Manila	2 pax
Before Leaving Quarantine Facility	2 pax
Travel insurance with Covid-19 coverage, if applicable	2 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 and familiar with the area and the ways of the community. **Required to submit proof that allows the local tour operator or travel agency to conduct business within the local government’s geographical jurisdiction, i.e. Mayor’s Permit (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 Seventy-Seven Thousand Six Hundred Pesos Only (₱277,600.00)** 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

milo_oropeza@tpb.gov.ph

B. LOT 2 - MINDORO

Accommodation in Puerto Galera (1N/2D)

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

	Hotel must be located within	Number of Rooms
Check in date: 12 Aug 2021	Puerto Galera	2
Check out date: 13 Aug 2021		0
Total Room Nights		2

- Must be located in Puerto Galera, Oriental Mindoro
- 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 DOT Certificate of Authority to Operate or Provisional 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 Calapan (1N/2D)

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

	Hotel must be located within	Number of Rooms
Check in date: 13 Aug 2021	Calapan	2
Check out date: 14 June 2021		0
Total Room Nights		2

- Located in Calapan, Oriental Mindoro
- 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 DOT Certificate of Authority to Operate or Provisional 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 Roxas (1N/2D)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 14 Aug 2021	Roxas	2
Check out date: 15 Aug 2021		0
Total Room Nights		2

- Located within Roxas, Oriental Mindoro
- 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 DOT Certificate of Authority to Operate or Provisional 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 Bulalacao (1N/2D)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 15 June 2021	Bulalacao	2
Check out date: 16 June 2021		0
Total Room Nights		2

- Located within Bulalacao, Oriental Mindoro
- 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 DOT Certificate of Authority to Operate or Provisional 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 San Jose (2N/3D)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 16 Aug 2021	San Jose	2
17 Aug 2021		2
Check out date: 18 Aug 2021		0
Total Room Nights		4

- Located within San Jose, Occidental Mindoro
- 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 DOT Certificate of Authority to Operate or Provisional 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 Sablayan (1N/2D)

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

Dates	Hotel must be located within	Number of Rooms
Check in date: 18 Aug 2021	Sablayan	2
Check out date: 19 Aug 2021		0
Total Room Nights		2

- Located within Sablayan, Occidental Mindoro
- 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 DOT Certificate of Authority to Operate or Provisional 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 Manila (5N/6D)

- Provide hotel accommodation (*twin sharing*) inclusive of **full board meals** on the following dates:

Dates	Hotel must be located within	Number of Rooms
Check in date: 19 Aug 2021	Manila	1
20 Aug 2021		1
21 Aug 2021		1
22 Aug 2021		1

23 Aug 2021		1
Check out date: 24 June 2021		0
Total Room Nights		5

- Located within Pasay, Manila or Makati
- 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
- Provide free transportation from airport to hotel and from hotel to residence
- 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)

Water Transportation

Date	Route	Number of Passengers
12 Aug 2021	Berbarabe Port – Puerto Galera Hop & Go Sea Transportation	1
19 Aug 2021	Abra de Ilog – Batangas Port Montenegro Lines	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
- Convertible to a travel voucher valid for 1 year and extendable for another 1 year
- Travel Insurance
- Terminal Fee
- Other charges, if applicable
- Itinerary to be sent (subject to change without prior notice)

Land Transportation

Date	Route	Number of Units
12 Aug 2021	Manila - Batangas	1
12 Aug 2021	Puerto Galera	1
13 Aug 2021	Puerto Galera – Baco - Calapan	1
14 Aug 2021	Calapan – Naujan – Socorro - Roxas	1
15 Aug 2021	Roxas – Gloria – Mansalay - Bulalacao	1
16 Aug 2021	Bulalacao – San Jose	1

17 Aug2021	San Jose	1
18 Aug 2021	San Jose - Sablayan	1
19 Aug 2021	Sablayan –Abra de Ilog	1
19 Aug 2021	Batangas Port - Manila	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)

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

Date	Ground Fees	Number of Units/Pax
13 June 2021	Carabao Ride	2
	Entrance Fee Mangrove	2
	Entrance Fee Infinity Farm	2
14 Aug 2021	Boat Hire – Calapan	1
16 Aug 2021	Boat Hire - Bulalacao	1
17 Aug 2021	Boat Hire – San Jose	1

	Entrance Fee	2
19 Aug 2021	Boat Hire - Sablayan	1
	Diving Fee	1
	Dive Master Fee	1
	Entrance Fee	2

- Dates are subject to change without prior notice
- 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 and/or RT-PCR Tests and Travel/COVID Insurance

Before Leaving Manila	2 pax
Upon Arrival at San Jose	2 pax
Upon Arrival at Batangas	2 pax
Before Leaving Quarantine Facility	2 pax
Travel Insurance with Covid-19 coverage, if applicable	2 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Total cost of Antigen and/or RT-PCR tests, and Travel Insurance 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 have expertise in organizing and coordinating travel arrangements, specifically within Mindoro and in 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. Tour operator companies or travel agencies must be able to communicate their knowledge of the destination and their understanding with the ways of the communities to the shoot. **Required to submit a list of projects conducted in Mindoro;**
- 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-Eight Thousand Two Hundred Fifty Pesos Only (₱258,250.00)** 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

milo_oropeza@tpb.gov.ph