

TECHNICAL SPECIFICATIONS

PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020

Services of a Tour Operator Post Tours for Qualified Buyers

As of 28 June 2021

I. BACKGROUND

PHITEX is the biggest government organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event host qualified international buyer delegates all over the world to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.

In 2007, aside from holding it in Cebu for the first time, another component was added in the activity wherein industry experts are invited as resource speakers to discuss new trends in tourism marketing as well as marketing strategies in mature and emerging markets.

TPB has been organizing post-tours to main attractions and destinations in the country to let foreign buyers experience first-hand the beauty and warmth of the Philippines. Meanwhile, PHITEX was held simultaneously with MICECONference 2015 and MICECONnect 2019 to promote the Philippines as a prime tourist destination for both leisure and MICE (Meetings, Incentive Travel, Conferences, and Exhibitions).

To complement the e-conference on 22-24 September 2020 and to further offer an added value to the Buyer-participants of PHITEX 2020, actual post-tours to selected Philippine destinations will take place as soon as travel restrictions are lifted and the public health condition permits.

II. SCOPE OF SERVICES

Based on the survey conducted last 24 March to 15 April 2020, the PHITEX Tours Committee will organize a familiarization tour for the 30 qualified buyers who signified their interest to join. It will be held between November 2021 to 1st semester 2022. Domestic Destinations considered ready for tourists are Boracay and Bohol.

Important Notes:

- *Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, transportations and airfare if required. Thus, tour operator will bill TPB **based on actual cost per pax.***
- *Tour activities may still be changed according to the recommendations of DOT Regional Offices.*

PHITEX 2020 POST TOURS FOR QUALIFIED BUYERS

ACTIVITY	PARTICULARS	ABC	STATEMENT OF COMPLIANCE Bidder must state here either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification
<p>I. SITE INSPECTION</p> <p>Indicative Date: (September, October or November 2021)</p>	<p>Manila and Boracay:</p> <ul style="list-style-type: none"> - 3 TPB representatives <p>Manila and Bohol :</p> <ul style="list-style-type: none"> - 3 TPB representatives <p>Scope of Work/ Deliverables:</p> <ol style="list-style-type: none"> 1. Comprehensive Travel Insurance with COVID-19 insurance for the whole duration of the tour for 6 pax 2. Provision for (3) RT PCR COVID-19 swab testing for departure in Manila, arrival in post tour destination and back to Manila for 6 pax 3. Room Accommodation at a DOT accredited hotel (with breakfast) based on Single or Double Occupancy, and property must observe IATF health and safety protocols on COVID-19 prevention Three (3) nights and 4 days stay in Boracay Three (3) nights and 4 days stay in Bohol <p>Preferred Hotels: Bohol – Bohol Beach Club, South Palms Resort Panglao, The Bellevue Resort, or Bluewater Panglao Beach Resort</p>	<p>PHP 746,000.00</p>	

	<p>Boracay – Crimson Resort and Spa Boracay, The Lind Boracay, or Shangri-La Boracay (other recommended hotels, for approval of TPB)</p> <p>4. Transportation for the whole duration of the trip (van)</p> <ol style="list-style-type: none"> a. Service of TPB representatives from residence to hotel and vice versa (within Metro Manila) b. Destination: Airport to Hotel (TBA) & vice versa c. Places and tourism destinations as well as activities as indicated in the tour itinerary d. Venues of the designed lunch, dinner, and other social functions/activities e. All land and boat transfer at destination as may be required; boat operator must provide good quality life vest and snorkeling equipment for <u>each</u> passenger and ensure safety of all passengers <p>Transportation: One (1) 12-seater van (2017 model or newer) with driver (inclusive of gas and parking fees) and storage for luggage; well sanitized vehicle</p> <p>5. Interactive / experiential tours and activities preferred (Please see attached itinerary)</p> <p>6. All Meals and beverages for the whole duration of the trip (Breakfast, Lunch and Dinner) Note: TPB representative to finalize order of meals</p> <p>7. Provision of Incentivized Tour Kit /Travel necessities per pax – surgical masks (at least 1 per day), tissue, disinfectant wipes, face shield, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.)</p> <p>8. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach,</p>		
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	<p>headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>9. Provision of snacks on board, cold towels and bottled water</p> <p>10. Services of a Licensed DOT-accredited Tour Guide familiar in the destination, must be fluent and conversant in English and have a strong sense of Philippine history, culture and tradition, art as well as about current events</p> <p>11. Entrance Fees/Environmental Fees</p> <p>12. Airport Terminal Fees</p> <p>13. Porter Fees</p> <p>14. Other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</p> <p>15. Provision for on-site related expenses as the need arises</p>		
<p>II. ACTUAL TOURS</p> <p>Indicative Dates</p> <ul style="list-style-type: none"> • February 2022 Or • May 2022 	<p>Manila and Boracay:</p> <ul style="list-style-type: none"> - 17 Buyers and 3 DOT/TPB reps <p>Manila and Bohol:</p> <ul style="list-style-type: none"> - 13 Buyers and 3 DOT/TPB reps <p>Scope of Work/ Deliverables:</p> <ol style="list-style-type: none"> 1. Regular economy, re-bookable and re-routable Domestic airline tickets with 20 kg baggage allowance for 36 pax 2. Comprehensive Travel Insurance with COVID-19 insurance for the whole duration of the tour for 36 pax 3. Provision for (3) RT PCR COVID-19 swab testing upon arrival in Manila, arrival in post tour destination and departure in Manila for 36 pax 4. Room Accommodation at 5-star hotel or its equivalent (with breakfast) based on Single Occupancy, and must observe IATF health and safety protocols on COVID-19 prevention <p><i>Nine (9) nights and 10 days stay for quarantine upon arrival in Manila for 36 pax (both long and short haul)</i></p> <p><i>Three (3) nights and 4 days stay on the assigned post-tour destination for 36 pax</i></p>	<p>PHP 6,945,000.00</p>	

	<p><i>Three (3) nights and 4 days stay in Manila from post-tour destination for 36 pax</i></p> <ul style="list-style-type: none"> ▪ Preferred Hotels: <ul style="list-style-type: none"> Manila - Manila Marriott Hotel, City of Dreams or Shangri-La at the Fort Bohol – Bohol Beach Club, South Palms Resort Panglao, The Bellevue Resort, or Bluewater Panglao Beach Resort Boracay – Crimson Resort and Spa Boracay, The Lind Boracay, or Shangri-La Boracay (other recommended hotels, for approval of TPB) <p>5. Transportation for the whole duration of the trip (coaster / van / bus)</p> <ol style="list-style-type: none"> a. Destination: Airport to Hotel (TBA) & vice versa b. Places and tourism destinations as well as activities as indicated in the tour itinerary c. Venues of the designed lunch, dinner, and other social functions/activities d. All land and boat transfer at destination as may be required; boat operator must provide good quality life vest and snorkeling equipment for <u>each</u> passenger and ensure safety of all passengers e. Service of TPB representatives from residence to hotel and vice versa (within Metro Manila) <p>Transportation: One (1) 30-seater-bus (2017 model or newer) with driver (inclusive of gas and parking fees) and storage for luggage. Well sanitized vehicle.</p> <p>6. Interactive / experiential tours and activities preferred (Please see attached itinerary)</p> <p>7. All Meals and beverages for the whole duration of the trip (Breakfast, Lunch and Dinner) Note: TPB representative to finalize order of meals</p>		
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	<ol style="list-style-type: none"> 8. Provision of Incentivized Tour Kit /Travel necessities per pax – surgical masks (at least 1 per day), tissue, disinfectant wipes, face shield, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) 9. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 10. Provision of destination-based and sustainable giveaways without showing tour operator’s logo and subject to TPB’s approval 11. Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval 12. Provision of snacks on board, cold towels and bottled water 13. Provision of 1 videographer/ photographer and 1 tour coordinator (per destination) to cover the tour per module and to provide a consolidated output stored in a USB drive to be submitted to TPB representative per destination 14. Provision of close-in security (2 pax per destination) 15. Services of a Licensed DOT-accredited Tour Guide familiar in the destination, must be fluent and conversant in English and have a strong sense of Philippine history, culture and tradition, art as well as about current events 16. Entrance Fees/Environmental Fees 17. Airport Terminal Fees 18. Porter Fees 19. Other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 20. Provision for on-site related expenses as the need arises 		
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III. SPECIAL/ADDITIONAL REQUIREMENTS

1. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (including those with ongoing applications). TPB to consider if supplier's DOT accreditation is still subject for renewal.
2. Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel;
3. Must have handled at least three (3) similar projects;
4. Must provide TPB the negative results of RT PCR COVID-19 Swab Test of all service personnel such as but not limited to tour guides, tour coordinators, and drivers, before and after the implementation of the tour;
5. Additional nights for quarantine in the specific post tour destination (if necessary);
6. Willing to provide services on "send-bill" arrangement;
7. Tour requirements and arrangements may change subject to IATF guidelines during the implementation proper. Any changes applied must not exceed the total contract price.

IV. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for all of the tour activities. 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, and other applicable fees, charges and taxes), accommodation with breakfast, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.

The quoted price for adjustments 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/Single Calculated Responsive Bid (L/SCRB) provided that it does not exceed the ABC.

V. ABC

The allotted budget is **SEVEN MILLION SIX HUNDRED NINETY-ONE THOUSAND PESOS ONLY (PHP7,691,000.00)** inclusive of service charge and all applicable taxes.

VI. TERMS OF PAYMENT

Particulars / Milestones	Amount
First tranche of payment: After complete coordination with TPB and DOT Regional Offices, acceptance and approval of final itineraries for the site validation, tentative booking of all deliverables indicated in the TOR (schedule of RT PCR tests for all participants, accommodation, transportation, activities, etc.)	PHP 500,000.00
Second tranche of payment: After successful completion of the Site Validation (e.g. Coordination meeting, etc.)	PHP 246,000.00
Third tranche of payment: After acceptance and approval of the detailed tour program, itineraries, and health & safety protocol plan bookings and reservations of all deliverables indicated in the TOR (schedule of RT PCR tests for all participants,	PHP 2,500,000.00

accommodation, transportation, guides, activities etc.)	
Final tranche: After successful implementation of the PHITEX 2020 Post Tours, with final SOA and other documents needed for payment processing	PHP 4,445,000.00
TOTAL CONTRACT PRICE <i>(inclusive of service charge and all applicable taxes)</i>	PHP 7,691,000.00

Billing arrangement must be based on actual number of participants and costs incurred.

Please send billing statement to: **TOURISM PROMOTIONS BOARD**
4/F Legaspi Towers 300, Roxas Blvd. cor. P. Ocampo St. Malate, Manila 1104

VII. PROJECT OFFICERS/CONTACT PERSONS

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