

**TPB MEMBERS' FAMILIARIZATION TOUR
METRO MANILA
PROCUREMENT OF TOUR OPERATOR SERVICES
as of 26 August 2021
TECHNICAL SPECIFICATIONS**

I. BACKGROUND

The government remains committed to its slow but sure approach in reopening the tourism industry amidst current public health concerns. To realize this, strict compliance with the protocols from tourism industry partners is expected, and the only way to jumpstart tourism is to regain the visitors' confidence.

As an approach to recovery, the TPB Membership Program shall conduct a familiarization tour for its members this year. The main objective is to promote and market the destinations to regain public confidence to travel domestically following the government's safety guidelines and protocols in the new normal.

Mandated by Republic Act 9593, the TPB Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator to procure the quarantine accommodation, transportation and arrange the post RT-PCR test requirements in Manila for the participants of the TPB Members' Familiarization Tour in Siargao.

II. SCOPE OF WORK/DELIVERABLES:

Accommodation for Quarantine

Provide a 3-star hotel accommodation (single occupancy) inclusive of **daily breakfast, lunch and dinner** on the following dates:

Accommodation for TPB personnel after site validation

	Hotel must be located within	Number of Rooms
Check in date: 22 September 2021	Manila area (near TPB office)	2
23 September 2021		2
Check out date: 24 September 2021		
Total Room Nights		4

Accommodation for TPB personnel after the actual event

	Hotel must be located within	Number of Rooms
Check in date: 09 October 2021	Nearby Terminal 2	22
10 October 2021		22
11 October 2021		22
12 October 2021		22

Check out date: 13 October 2021		0
Total Room Nights		88

Note:

The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.

- Located nearby Terminal 2
- Dates are subject to change at least 1-2 days before the actual check-in.
- 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 3-star hotel category and DOT-DOH-BOQ Accredited Quarantine Hotels / Isolation Facility
- Accommodation establishment must have been issued with a Department of Tourism (DOT) Certificate of Authority to Operate or Provisional Certificate or Authority to Operate and/or recipient of WTTC Safe Travel Stamp prior to its operation. Submit a copy of the Certificate same day of the bid submission
- Preferably a 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.

Post RT-PCR Test Arrangement

After Site Validation	2 pax
After Actual Trip	22 pax

- Must be a DOH-Accredited COVID-19 RT-PCR Testing Facility. Required to submit a certification/ license or any equivalent documents attesting accreditation from DOH;
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

Land Transportation

Date	Route	Number of Units
09 October 2021	Airport to Quarantine Hotel	5
11-12 October 2021	Quarantine Hotel to Airport	2

Note:

The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.

- Dates are subject to change *at least 1-2 days before the actual trip*
- 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 2017 or not more than 4-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

III. 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;
- Preferably TPB Member
- Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the hotel/ isolation facility concerned have free cancellation, rebooking, transferable or refundable policies.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Four Hundred Ninety-Three Only (₱493,000.00)** 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

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***** Nothing Follows *****