

**PROCUREMENT OF TOUR SERVICES
PHILIPPINE TOURISM INFLUENCERS PROGRAM
NOV-DECEMBER 2021**

Requirements

31 August 2021

SCOPE OF WORK

I. BACKGROUND

The government remains committed to its careful 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 one of the various measures is to jumpstart tourism in order to regain the visitors' confidence.

As an approach to recovery, the Tourism Promotions Board (TPB), shall conduct this year a series of familiarization trips under the TPB's Philippine Tourism Influencers Program (PTIP) to be participated by media, bloggers, influencers, travel tour operators, and travel agents. The main objective is for the participants to market and promote the tourism destinations that have already adapted the health and safety protocols under the new normal.

The promotion and marketing efforts will be focused on showcasing new destinations and product circuits that are resilient, inclusive, sustainable, and engaging to include weaving (Habi), wellness (Phil. Hilot), culinary and Halal.

The TPB shall bid out the services requirements which shall be opened for public bidding for qualified service providers based on three (3) lots identified below:

II. Scope of Services

(6D/5N)	<u>ALBAY-SORSOGON</u>	ABC Php 1,770,000.00
Lot 1: ALBAY- SORSOGON November Nov. 15-20, 2021(indicative	<u>Number of participants:</u> 20 pax per module (inclusive of TPB and DOT Regional Office representatives) <u>Minimum pax guarantee:</u> 10 pax per module ▪ Transportation:	1,770,000.00

<p>date)</p>	<p>Five (5) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.)</p> <ul style="list-style-type: none"> - Transfer-in and out - Pick-up and drop off of TPB personnel residence and participants - Tour proper <p>Additional van for luggage per module (inclusive of driver and gas)</p> <p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result c/o supplier</p> <ul style="list-style-type: none"> ▪ Provision of Domestic Air-ticket MNL-LEG-MNL (round trip) with 20 kilos additional baggage allowance ▪ Comprehensive Travel Insurance ▪ Room Accommodation for 20 pax at Deluxe category (if applicable/available) or its equivalent for five (5) nights (with breakfast) based on Single Occupancy and (3) nights quarantine accommodation in Metro Manila inclusive of (breakfast/ lunch/ dinner for 3 days)upon arrival from the trip ▪ Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions. ▪ Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft</p>	
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	<p>drinks) and one can or bottle of beer</p> <ul style="list-style-type: none">▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)(ratio 1 coordinator per 10 participants)▪ Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, wearable acrylic face shield, wearable purifier and folded umbrella.▪ 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.)▪ Stand-by paramedics.▪ Provision of (3) color-coded luggage tags per participants▪ Provision of token and destination-based giveaways including (1) welcome gift and (4) pillow gifts for each guest without showing tour operator’s logo and subject to TPB’s approval▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval▪ Provision of 1 professionalvideographer and 1 professional photographer to cover the tour	
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	<p>and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module (subject for approval of TPB)</p> <ul style="list-style-type: none"> ▪ All assigned personnel of the service provider should have a negative RT-PCR Test c/o of bidder(tour coordinator, tour guide, photographers, videographer, and driver) ▪ Provision of snacks on board, cold towels and drinking water inside the tumbler ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Provision of RT PCR (covid test)/ or antigen testas maybe required by the LGU ▪ Applicable Entrance Fees ▪ Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises subject to TPB's approval 	
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(6D/5N)	<u>PANAY ISLAND</u>	ABC Php 1,740,000.00
Lot 2: PANAY ISLAND Nov. 15- 20, 2021 (indicative date)	<p><u>Number of participants:</u> 20 pax per module (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p>	1,740,000.00

	<ul style="list-style-type: none">▪ Transportation: Five (5) van (2018 model or newer) or mini bus per module with driver (inclusive of gas and parking fees.) Additional van for luggage per module (inclusive of driver and gas) Note: Drivers must undergo an RT-PCR (Covid 19) test c/o supplier▪ Provision of Domestic Air-ticket (round trip) with 20 kilos additional baggage allowance (rebookable and refundable)▪ Comprehensive Travel Insurance▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy and (3) nights quarantine accommodation in Metro Manila inclusive of (breakfast/ lunch/ dinner) upon arrival from the trip▪ Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.▪ Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer▪ Tour coordinators with at least three (3) years	
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	<p>of experience (Provide TPB their curriculum vitae)(ratio 1 coordinator for every 10 participants)</p> <ul style="list-style-type: none">▪ Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB Project Officer)▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, wearable acrylic face shield, wearable purifier and folded umbrella.▪ 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.)▪ Stand-by paramedics.▪ Provision of (3) color-coded luggage tags per participants▪ Provision of token and destination-based giveaways including (1) welcome gift and (4) pillow gifts for each guest without showing tour operator’s logo and subject to TPB’s approval▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored	
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	<p>in a USB drive to be distributed to each participant after the tour module (subject for approval of TPB Project Officer)</p> <ul style="list-style-type: none"> ▪ All assigned personnel of the service provider should have a negative RT-PCR Test (tour coordinator, tour guide, photographers, videographer, and driver) ▪ Provision of snacks on board, cold towels and water inside the tumbler ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Provision of RT PCR (covid test)/ or antigen test as maybe required by the LGU ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises subject to approval of TPB 	
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(6D/5N)	CALABARZON	ABC Php 1,630,000.00
<p>Lot 3: CAVITE/RIZAL/ QUEZON Dec. 17-22, 2021 (indicative date)</p>	<p><u>Number of participants:</u> 20 pax per module (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <ul style="list-style-type: none"> ▪ Transportation: Five (5) van (2018 model or newer) or mini bus per module with driver (inclusive of gas and parking fees.) <p>Additional van for luggage per module (inclusive of driver and gas) Note: Drivers must undergo an RT-PCR (Covid 19) testc/o supplier</p>	<p>1,630,000.00</p>

	<ul style="list-style-type: none">▪ Comprehensive Travel Insurance▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for five (5) nights (with breakfast) based on Single Occupancy and (3) nights quarantine accommodation in Metro Manila inclusive of (breakfast/ lunch/ dinner) upon return from the trip▪ Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.▪ Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none">▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae)(ratio 1 coordinator for every 10 participants)▪ Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB Project Officer)▪ Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, wearable acrylic face shield, wearable purifier and folded umbrella.▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion	
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	<p>sickness, fever, pain reliever, etc.)</p> <ul style="list-style-type: none"> ▪ Stand-by paramedics. ▪ Provision of (3) color-coded luggage tags per participants ▪ Provision of token and destination-based giveaways including (1) welcome gift and (4) pillow gifts for each guest without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module (subject for approval of TPB Project Officer) ▪ All assigned personnel of the service provider should have a negative RT-PCR Test (tour coordinator, tour guide, photographers, videographer, and driver) ▪ Provision of snacks on board, cold towels and water inside the tumbler ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Provision of RT PCR (covid test)/ or antigen test as maybe required by LGU ▪ Entrance Fees/Environmental Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises and subject to approval of TPB 	
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III. Other Terms and Conditions

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
4. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
5. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
6. **Tour activities and/or schedules/dates may still be changed** based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.

IV. QUALIFICATIONS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids with experience in organizing and coordinating travel arrangements, specifically within Region 4A, 5, 6 and/or depending on the lot being bid for (submit list of completed project showing experience in handling tours in Region 4A, 5 and 6); and
3. Must have a minimum of 3 years’ experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes;
4. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB **based on the actual cost per pax.**
5. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
6. Preferably TPB Member
7. List of ongoing and completed tours conducted in the past three (3) years.

8. Provide an alternative itinerary, in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to approval of TPB.

V. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services

LOT NO.	DESTINATION/S	AMOUNT
1	ALBAY - SORSOGON	Php1,770,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Completion of booking of domestic air-tickets and other arrangements during the trip	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price
2	PANAY ISLAND	Php1,740,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Completion of booking of domestic air-tickets and other arrangements during the trip	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price
3	CALABARZON	Php1,630,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Completion of booking of domestic air-tickets	40% of the total contract

	and other arrangements during the trip	price
3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price
	TOTAL	Php5,140,000.00
<i>Note: The bidder should have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.</i>		

VI. APPROVED BUDGET FOR THE CONTRACT

Lot 1: PhP1,770,000 inclusive of applicable tax and fees

Lot 2: PhP1,740,000 inclusive of applicable tax and fees

Lot 3: PhP1,630,000 inclusive of applicable tax and fees

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

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