

**PROCUREMENT OF TOUR SERVICES
MARKETING ENHANCEMENT FOR SCBT
NOV-DECEMBER 2021
Requirements
*As of 21 September 2021***

SCOPE OF WORKS

1. BACKGROUND

COVID-19 pandemic has affected caused severe economic distress by shutting down all tourism activities which affects the income-earning opportunities of the developing Community-Based Tourism sites and attractions. The pandemic has further complicated matters creating a major challenge for the community to rebuild confidence and sustainable tourism activities along with efforts to recover their health and local economy after the pandemic. As an approach to recovery, The Tourism Promotions Board Philippines (TPB) will provide assistance to sustain Community-Based Tourism Small and Medium Scale Enterprises (SMSE) in order to support employment and empower community members developing local products and services.

The main objectives are the following:

- a. Assess and validate existing and potential Community-Based Tourism sites nationwide based on the impact of COVID-19 and interventions for the recovery and sustainability
- b. Enhance of marketing and promotional activities by providing appropriate venue and platform to promote and market their local tourism products and services
- c. Provide capacity building activities to Community Based-Tourism members in creating basic marketing plans or designing tourism activities as well as other marketing skills enhancements that are consistent with the local ways of life while increasing the value of local resources and knowledge.

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for public bidding based on four (4) lots identified below:

II. Scope of Works

(5D/4N)	<u>BUHI, CAMARINES SUR</u>	ABC Php 1,200,000.00
<p>Lot 1:</p> <p>CAMARINES SUR</p> <p>December 03-07, 2021(indicative date)</p>	<p><u>Number of participants:</u> 20 pax per module (inclusive of ten (10)production team, three (3)TPB, two (2)DOT Regional Office and five (5) Local Government Unit)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <ul style="list-style-type: none"> ▪ Transportation: <p>Five (5) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) from Manila to Buhi, Camarines Sur.</p> <ul style="list-style-type: none"> - Transfer-in and out - Pick-up and drop off of TPB personnel residence and participants (only within NCR) - Activity Proper <p>Additional van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Assigned Drivers should a negative RT-PCR (Covid 19) test 48 hours before the tour proper c/o supplier</i></p> <ul style="list-style-type: none"> ▪ Provision of Domestic Air-ticket MNL-NAGA-MNL (round trip) with 20 kilos for 5 pax ▪ Additional 20 kilos baggage allowance for 5 pax ▪ Comprehensive Travel Insurance for the production team, TPB and DOT representatives with medical coverage for covid-19 ▪ Room Accommodation for 20 pax at Business category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on single occupancy 	<p>1,200,000.00</p>

	<ul style="list-style-type: none"> ▪ Meals for TPB/DOT/LGU/workshop participants AM & PM SNACK Day 1 & 5 – 20 pax Day 2-4 – 50 pax LUNCH and DINNER Day 1& 5 – 20 pax Day 2-4 – 50 pax <p><i>Note: provision of water dispenser (hot and cold)/ candies/coffee during the workshop session.</i></p> <ul style="list-style-type: none"> ▪ Provision of workshop venue or function hall that can accommodate 50 pax with physical distancing equipped with alcohol and Lysol spray ▪ Provision of facemask/face shield/ vitamins c for 50 participants <ul style="list-style-type: none"> ▪ Provision of starter kits for every participant: <ul style="list-style-type: none"> ○ 4 roll of 1,000 kg cotton thread (blue), ○ 4 roll 1,000 kg cotton thread (white), ○ 4 roll 1,000 kg cotton thread (red) ○ 4 roll 1,000 kg cotton thread (green) Note: subject to TPB’s approval <ul style="list-style-type: none"> ▪ 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 banners (for group picture) and appropriate signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output stored (min. of 500 photos/ raw video shots) in external drive after the event (subject for approval of TPB Project Officer) 	
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	<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 RT PCR (covid test)/ or antigen test as maybe required by the LGU ▪ Porter Fees▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, electrical consumption, gasoline, water expenses and etc.▪ Provision for on-site related expenses amounting to PhP100,000.00	
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(5D/4N)	<u>ILOILO</u>	ABC Php 1,300,000.00
<p>Lot 2:</p> <p>ILOILO</p> <p>December 01-05, 2021</p> <p><i>(indicative date)</i></p>	<p><u>Number of participants:</u> 20 pax per module (inclusive of ten (10) production team, three (3) TPB, two (2) DOT Regional Office and five (5) Local Government Unit)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <ul style="list-style-type: none"> ▪ Transportation: <ul style="list-style-type: none"> - Five (5) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) - Transfer-in and out - Pick-up and drop off of TPB personnel residence and participants (within NCR ONLY) - Activity Proper <p>Additional van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Assigned Drivers should a negative RT-PCR (Covid 19) test 48 hours before the tour proper c/o suppliers</i></p> <ul style="list-style-type: none"> ▪ Provision of Domestic Air-ticket MNL-ILO-MNL (round trip) with 20 kilos for 15 pax ▪ Comprehensive Travel Insurance for the production team, TPB and DOT representatives with medical coverage for covid-19 ▪ Room Accommodation for 20 pax at Business category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on single occupancy ▪ Meals for TPB/DOT/LGU/workshop participants <ul style="list-style-type: none"> AM & PM SNACK Day 1 & 5 – 20 pax Day 2-4 – 50 pax LUNCH and DINNER 	<p>1,300,000.00</p>

	<p>Day 1 & 5 – 20 pax Day 2-4 – 50 pax <i>Note: provision of water dispenser (hot and cold)/ candies/coffee during session.</i></p> <ul style="list-style-type: none">▪ Provision of workshop venue or function hall that can accommodate 50 pax with physical distancing equipped with alcohol and Lysol spray▪ Provision of facemask/face shield/ vitamins c for 50 participants▪ Provision of starter kits for every participant:<ul style="list-style-type: none">○ 4 roll of 1,000 kg cotton thread (blue),○ 4 roll 1,000 kg cotton thread (white),○ 4 roll 1,000 kg cotton thread (red)○ 4 roll 1,000 kg cotton thread (green)Note: subject to TPB’s approval▪ 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 banners (for group picture) and appropriate signage, design/specs subject to TPB’s approval▪ Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output stored (min. of 500 photos/ raw video shots) in a external hard drive after the event (subject for approval of TPB Project Officer)▪ 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)	
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	<ul style="list-style-type: none"> ▪ Provision of RT PCR (covid test)/ or antigen testas maybe required by the LGU ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, electrical consumption, gasoline, water expenses and etc. ▪ Provision for on-site related expenses amounting to PhP100,000.00 	
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(5D/4N)	<u>ZAMBOANGA PENINSUL</u>	ABC Php 1,300,000.00
<p>Lot 3:</p> <p>ZAMBOANGA PENINSULA</p> <p>November</p> <p>Nov. 18-22, 2021 (indicative date)</p>	<p><u>Number of participants:</u> 20 pax per module (inclusive of ten (10) production team, three (3) TPB,three (3) DOT Regional Office and four (4) Local Government Unit</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <ul style="list-style-type: none"> ▪ Transportation: Three (3) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> - Transfer-in and out - Pick-up and drop off of TPB personnel residence and participants (within NCR ONLY) - Activity Proper <p>Additional van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result c/o the supplier</i></p> <ul style="list-style-type: none"> ▪ Provision of Domestic Air-ticket MNL-ZAMBOANGA-MNL (round trip) with 20 kilos additional baggage allowance for 13 pax 	<p>1,300,000.00</p>

	<ul style="list-style-type: none"> ▪ Comprehensive Travel Insurance for the production team, TPB and DOT representatives with medical coverage for covid-19 ▪ 8 rooms based on double occupancy/ 3 rooms on single occupancy at Business category (if applicable/available) or its equivalent for four (4) nights (with breakfast) ▪ Meals for TPB/DOT/LGU/workshop participants DAY 01 & 5 Two (2) Lunch for 20 pax DAY 1-5 Five (5) Dinner for 20 pax DAY 2-3-4 Three (3) Lunch for 50 pax AM & PM for 50 pax <i>Note: provision of water dispenser (hot and cold)/ candies/coffee during session.</i> <ul style="list-style-type: none"> ▪ Provision of workshop venue or function hall that can accommodate 50 pax with physical distancing equipped with alcohol and Lysol spray ▪ Provision of facemask/face shield/ vitamins c for 50 participants ▪ Provision of starter kits for every participating Community of KudPasangen (Isabela De Basilan) <ul style="list-style-type: none"> - Claparols C0202 CDCS Red/Blue/Green/Yellow for 15 participants - Jolyn CD202 Lt. Gray JOL 894 for 15 pax Sta. Cruz Island Boat Foundation - Flat bottom boat and Vinta Boat for 5 participating Community Kumalara Weaving Association - Claparols C0202 CDCS Red/Blue/Green/Yellow for 5 participants 	
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	<ul style="list-style-type: none"> - Jolyn CD202 Lt. Gray JOL 894 for 5 pax Lapuyan Subanen Weavers - Claparols C0202 CDCS Red/Blue/Green/Yellow for 5 participants - Jolyn CD202 Lt. Gray JOL 894 for 5 pax Note: subject to TPB's approval <ul style="list-style-type: none"> ▪ 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 banners (for group picture) and appropriate signage, design/specs subject to TPB's approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output stored (min. of 500 photos/ raw video shots) in a external hard drive after the event (subject for approval of TPB Project Officer) ▪ 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 RT PCR (covid test)/ or antigen test as maybe required by the LGU ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, electrical consumption, gasoline, water expenses etc. ▪ Provision for on-site related expenses amounting to PhP100,000.00 	
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(5D/4N)	<u>SURIGAO DEL SUR</u>	ABC Php 1,300,000.00
<p>Lot 4:</p> <p>SURIGAO DEL SUR</p> <p>Dec.16-20, 2021</p> <p><i>(indicative date)</i></p>	<p><u>Number of participants:</u> 20 pax per module (inclusive of ten (10) production team, three (3) TPB, two (2) DOT Regional Office and five (5) Local Government Unit)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <ul style="list-style-type: none"> ▪ Transportation: <ul style="list-style-type: none"> - Five (5) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.) - Transfer-in and out - Pick-up and drop off of TPB personnel residence and participants (with NCR ONLY) - Activity Proper <p>Additional van for luggage per module (inclusive of driver and gas)</p> <p><i>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</i></p> <ul style="list-style-type: none"> ▪ Provision of Domestic Air-ticket MNL-BXU-MNL (round trip) with 20 kilos for 15 pax ▪ Comprehensive Travel Insurance for the production team, TPB and DOT representatives with medical coverage for covid-19 ▪ Room Accommodation for 20 pax at Business category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on single occupancy ▪ Meals for TPB/DOT/LGU/workshop participants AM & PM SNACK Day 1 & 5 – 20 pax/ Day 2-4 – 50 pax LUNCH and DINNER 	<p>1,300,000.00</p>

	<p>Day 1 & 5 – 20 pax /Day 2-4 – 50 pax</p> <p><i>Note: provision of water dispenser (hot and cold)/ candies/coffee during session.</i></p> <ul style="list-style-type: none"> ▪ Provision of workshop venue or function hall that can accommodate 50 pax with physical distancing equipped with alcohol and Lysol spray ▪ Provision of facemask/face shield/ vitamins c for 50 participants ▪ Provision of starter kits for every participant: <ul style="list-style-type: none"> ○ No. 8 fishing nylon 320 rolls, ○ No. 8 black beads 320 packs, ○ No. 8 red beads 320 packs, ○ No. 8 yellow beads 320 packs, ○ Mandaya bells 4,500 pcs, ○ scissors, ○ threads 320 rolls, ○ needles 320 pcs., ○ earring hooks 120 pcs, and ○ kit box <p>Note: subject to TPB’s approval.</p> ▪ 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 banners (for group picture) and appropriate signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output stored (min. of 500 photos/ raw video shots) in a external hard drive after the event (subject for approval of TPB Project Officer) 	
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	<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 RT PCR (covid test)/ or antigen test as maybe required by the LGU ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, electrical consumption, gasoline, water expenses, etc. ▪ Provision for on-site related expenses amounting to PhP100,000.00 	
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II. 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. ***Tour activities and/or schedules/dates may still be changed*** based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.

III. 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 experience in organizing and coordinating travel arrangements, specifically within Region 5, 6, 9 and 13 and/or depending on the lot being bid for;
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. List of ongoing and completed tours conducted in the past three (3) years.

IV. TERMS OF PAYMENT

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

LOT NO.	DESTINATION/S	AMOUNT
1	BUHI, CAMARINES NORTE	Php1,200,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Completion of starter kits for the Community and booking of venue of the workshop	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	ILOILO	PhP1,300,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Issuance of air tickets and Completion of starter kits for the Community and booking of venue of the workshop	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event	45% of the total contract

	with corresponding Terminal Report, Trip Tickets and certification of project completion	price
3	SURIGAO DEL SUR	PhP1,300,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Issuance of air-tickets and Completion of starter kits for the Community and booking of venue of the workshop	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding reports	45% of the total contract price
4	ZAMBOANGA PENINSULA	PhP1,300,000.00
1 st Tranche	Acceptance of Final Itinerary and bookings of accommodation	15% of the total contract price
2 nd Tranche	Issuance of air-tickets and Completion of starter kits for the Community and booking of venue of the workshop	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding reports	45% of the total contract price
		PhP1,300,000.00
TOTAL		Php5,100,000.00

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.

V. APPROVED BUDGET FOR THE CONTRACT

- Lot 1: Camarines Sur PhP1,200,000.00 inclusive of applicable tax and fees.
- Lot 2: Iloilo Php1,300,000.00 inclusive of applicable of tax and fees.
- Lot 3: Zamboanda Peninsula Php1,300,000 inclusive of applicable tax and fees.
- Lot 4: Surigao Del Sur PhP1,300,000 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

VI. CONTACT PERSON

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