

**TPB MEMBERS' FAMILIARIZATION TOUR**  
**Siargao**

**Scope of Services/ Technical Specifications**  
**Tour Operator Services**

**I. BACKGROUND**

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.

One of the membership program benefits is the activities that target business leads, eventually creating business generations, specifically priority access to familiarization trips, industry site inspections, product presentations, market briefings, etc.

Philippine Travel and Tourism Update

Since then, a gradual re-opening of destinations has helped by the relaxation of quarantine status, standardization of protocols, and easing of restrictions. The Department of Tourism (DOT) has expressed hope that the resulting gradual re-opening of several establishments now allowed to operate in areas under general community quarantine (GCQ) would help the tourism industry recover from its slump.

As an approach to recovery, the TPB Membership Program shall conduct a familiarization tour with several modules for its members this year. The program aims to provide a first-hand experience for our industry partners with the end view of adding these identified destination and product circuits to the Philippine travel offerings. Moreover, this program provides a chance for the TPB members to experience the recalibration and enhancement done in these destination and product circuits under the new normal, thereby help in rebuilding the confidence of the public to travel domestically as front liners.

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator in connection to organize the conduct of familiarization tour of TPB members in Siargao.

**II. SCOPE OF SERVICES**

	<b>SIARGAO</b>	<b>ABC</b> <b>PhP 987,500.00</b>
<b>Site Validation</b> <b>15-18 November</b> <b>2021</b> Number of participants: 3 pax	<b>Site Validation</b> <u>Accommodation</u> Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy  <u>Land Transportation</u> One (1) van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees)	

<p><b>Actual Tour 06-09 December 2021</b> Number of participants: 25 pax (inclusive of DOT and TPB representatives)</p>	<ul style="list-style-type: none"> <li>- Pick up at residence of TPB personnel</li> <li>- Transfer in and out</li> <li>- Tour proper/ site ocular</li> </ul> <p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p>.....</p> <p><b>Actual Tour</b> <u>Accommodation</u> Room accommodation for 25 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on double occupancy (if allowed)</p> <p><u>Land Transportation</u> 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"> <li>- Transfer in and out with pick up at TPB Office</li> <li>- Tour proper</li> </ul> <p>Additional van for luggage (inclusive of driver and gas)</p> <p>Note: Drivers must undergo an RT-PCR (Covid 19) test with a negative result</p> <p><u>Tours and Activities</u> Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Halal, Hilot and Hilom to align with the TPB Banner Program</p> <p><u>Meals</u> Incentivized lunch and dinner with cultural and musical entertainment, especially for welcome dinner and farewell dinner.</p> <p>AM Snacks x 25 pax for 4 days PM Snacks x 25 pax for 4 days Lunch x 25 pax for 4 days Dinner x 25 pax for 3 nights</p> <p>*Menu: subject to approval of the TPB.</p>	
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	<p><u>RT-PCR Tests/ Travel/ COVID19 Insurance</u> Provision of Antigen Tests and/ or RTPCR Test in entering the borders (if applicable)</p> <p>Travel with COVID 19 medical coverage</p> <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> <li>• Tour coordinators with atleast three (3) years of experience (Provide TPB their curriculum vitae)</li> <li>• Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)</li> <li>• Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB)</li> <li>• Provision of incentivized tour kit/ travel necessities (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, acrylic face shield, wearable purifier and folded umbrella)</li> <li>• 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.)</li> <li>• Stand-by paramedics</li> <li>• Provision of (3) color coded luggage tags per participants</li> <li>• Provision of at least 1 token which should be destination based giveaways for each guest without showing tour operator's logo and subject to TPB's approval</li> <li>• Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval</li> <li>• Entrance fees/ Environmental fees</li> <li>• Airport terminal fees</li> <li>• Porter fees</li> <li>• Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> </ul>	
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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. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.

#### **IV. QUALIFICATION 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.
3. 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;
4. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
5. Must allow rebooking, transfers or refunds.

#### **V. TERMS OF PAYMENT**

<b>PARTICULARS</b>	<b>AMOUNT</b>
<u>1st tranche</u> Completion of Site Validation and submission of proof of reservation of accommodation of actual trip	35% of the total contract price
<u>2nd tranche</u> Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	65% of the total contract price

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

*Note: The bidder should have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.*

#### **VI. APPROVED BUDGET FOR THE CONTRACT**

**NINE HUNDRED EIGHTY-SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (PHP 987,500.00)**  
inclusive of applicable tax and fees.

#### **VII. CONTACT PERSON**

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