

TPB MEMBERS' FAMILIARIZATION TOUR
Health and Wellness
The Farm at San Benito
25-26 October 2021

Scope of Services/ Technical Specifications

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.

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

Health and Wellness Tourism

Wellness tourism is expected to be in a good position during the post-pandemic period as tourists shift to focus on health and wellness. The Department of Tourism (DOT) is doing its best to help support the wellness, spa, health, and medical tourism industry regains consumer confidence, and promotes the Philippines as an excellent, healthy, and safe destination.

Aligning to this thrust of DOT, TPB has also included in its banner program for 2021 the HILOM Program. Part of this program is to conduct a familiarization tour for its members focusing on the said niche market. The main objective is 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.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator to provide the accommodation, meals, activities and transportation requirements in connection with the conduct of health and wellness familiarization tour of TPB members.

II. SCOPE OF SERVICES

Accommodation

Provide an overnight stay (twin occupancy) inclusive of breakfast on the following dates:

	Hotel/ Resort	Number of Rooms
Check in date: 25 October 2021	The Farm at San Benito	10
Check out date: 26 October 2021		
Total Room Nights		10

Land Transportation

Date	Route	Number of Units
25 October 2021	TPB Office- The Farm at San Benito	5
26 October 2021	The Farm at San Benito- TPB Office	5

- Uniformed, presentable and trained drivers
- Van unit year model must be not be older than; 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 working 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

Activities

- Wellness Talks
- Holistic Health Consultation with Live Blood Analysis
- Participation in Mindful Movements: Yoga, Mandala Flower Meditation, Nature Walks, Sound Healing, Functional Fitness, etc.

Meals

- Healthy gourmet meals/ wellness cuisine (full board meal arrangement)

Important Note:

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

- Confirmation of date of travel will be advised one week prior to departure unless otherwise there is a last-minute lock-down/border restriction issued by LGU or IATF
- Secured sponsorships or discounted rates should be deducted from the total expense
- Total cost should be based on actual expenses
- 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.

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;
- Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Three Hundred Eighty Thousand Pesos Only (₱380,000.00)** 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

JAIME A. SY

Acting Chief, Industry Relations & Services Division
Domestic Promotions Department
jaime_sy@tpb.gov.ph

EDESSA JOY L. DELEGIRO

Project Officer
Domestic Promotions Department
edessa_delegiro@tpb.gov.ph
09272938975

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