

PROCUREMENT OF TOUR OPERATOR

SCOPE OF WORK

Logistical Requirements for
Cordillera Weaves Exhibition and Village Bazaar
Baguio City
24-26 November 2021

I. BACKGROUND

Cordillera Weaves Exhibition and Village Bazaar is an event to be staged as part of Ibagiw Festival, a celebration of Baguio City's UNESCO Creative City Designation.

Cultural Tourism is one of the main strength of the Cordillera region. Community immersion has been a come-on until this pandemic. Part of the Cordillera's cultural heritage is weaving. The back strap weaving that was never meant to be a source of income as in its purity, it was done out of necessity. To provide garments that carried with it social strata in view of its pattern and color combination and as multiple use in term of rituals and community occasion. Through time, weaving saw the light of its economic viability when its uniqueness as textile got to be appreciated and landed in multiple purposive use such as attires, decors, accessories and in fashion. Continuous innovation on the weaving designs and patterns coupled with the diversification of woven products adapting to the needs of the time has make weaving a viable economic activity whilst keeping the heritage alive at this modern times.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for logistical requirements of the TPB personnel and media to cover the Cordillera Weaves Exhibition and Village Bazaar

II. SPECIFIC REQUIREMENTS

A. Accommodation

- Provide hotel accommodation (**7 single occupancy**) inclusive on the following dates:

	Hotel must be located within	Number of Rooms
Check in date: 24 November 2021	Center of Baguio City	7
25 November 2021		7
26 November 2021		0
Total Room Nights		14 Room Nights

- Must be located in the center of Baguio City
- Dates are subject to change without prior notice
- Must have rebooking or transferable policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate or Provisional Certificate of Authority to Operate prior to its operation
- 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.

B. Land Transportation

Date	Route	Number of Unit
24 November 2021	Manila – Baguio City *with residential pick-up (Metro Manila and environs) Within Baguio City	1
25 November 2021	Within Baguio City	1
26 November 2021	Within Baguio City Baguio City – Manila *with residential drop-off (Metro Manila and environs)	1

- Dates are subject to change without prior notice
- Must have rebooking or transferable 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 year model must be at least 2018 or newer; 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 should be 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 and charge units for phones
- Driver should have strong navigation skills
- Itinerary to be sent (subject to change without prior notice)

C. Antigen Tests and/or RT-PCR tests and Travel/COVID Insurance

Post-trip (if necessary)	7 pax
Travel insurance with Covid-19 coverage (5 days post-trip included)	7 pax

- DOH-Accredited COVID-19 RT-PCR Testing Facility
- Antigen and/or RT-PCR Tests and Travel/COVID Insurance costs should be based on actual expenses

D. Meals

- Lunch and Dinner throughout the duration of the trip with (1) round of drinks (choice of bottled water, juice or soft drinks) worth **Php 1,500.00 per person per day**. Meals are subject to approval of the TPB. Total of 7 pax for 3 days.

III. ADDITIONAL TECHNICAL 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 be TPB Member. **Required to submit TPB Certificate of Membership.**
- Must be a local tour operator company or travel agency of the Cordilleras Administrative Region (CAR). The underlying rationale of this requirement is to provide an authentic travel experience and stories during the actual shoot of the project. Local tour operator companies or travel agencies are more knowledgeable and familiar with the area and the ways of the community. **Required to submit proof**

that allows the local tour operator or travel agency to conduct business within the local government's geographical jurisdiction, i.e. Mayor's Permit (Business Permit);

- 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 **One Hundred Ninety-Five Thousand Pesos Only (₱195,000.00)** 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 *****