

**PROCUREMENT OF TOUR SERVICES
MARKETING ENHANCEMENT FOR SCBT
JANUARY 2022
Requirements**

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 one (1) lot 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>January 12-16, 2022 <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: 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. - Transfer-in and out - Pick-up and drop off of TPB personnel residence and participants (TBD) - 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>	<p>1,200,000.00</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 ▪ 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 <i>Note: provision of water dispenser (hot and cold)/ candies/coffee during the workshop session.</i> ▪ 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 	
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- Provision of starter kits for every participant:
 - 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 token to all workshop participants subject to TPB's approval
- Provision of banners (for group picture) and appropriate signage, design/specs subject to TPB's approval
- 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

	<p>delicacies, electrical consumption, gasoline, water expenses and etc.</p> <ul style="list-style-type: none"> ▪ 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 on 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;
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.

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
	TOTAL	Php1,200,000.00

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.

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 *****