

TPB MEMBERS' FAMILIARIZATION TOUR

Scope of Services/ Technical Specifications

Tour Operator Services

As of 18 November 2021

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/ travel agent in connection with the conduct of familiarization tour of TPB members.

II. SCOPE OF SERVICES

LOT 1	CAMARINES SUR- ALBAY- SORSOGON	PhP1,470,000.00
Site Validation 10-13 January 2022 Number of participants: 3 pax	<u>Site Validation</u> <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>Airline Tickets</u> Roundtrip domestic air tickets for 2 pax Route: MNL-WNP// LGP MNL - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund <u>Land Transportation</u> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees) <ul style="list-style-type: none">- Transfer in and out- Pick up at residence of TPB personnel- Tour proper/ Site ocular	

<p>Actual Tour 24-27 January 2022 Number of participants: 25 pax (inclusive of DOT and TPB representatives)</p>	<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><u>Actual Tour</u></p> <p><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 single occupancy</p> <p><u>Airline Tickets</u> Roundtrip domestic air tickets for 23 pax Route: MNL-WNP// LGP-MNL - 20 kilograms’ baggage allowance roundtrip - additional 32 kilograms for at least 2 TPB personnel for bringing of give aways - Must be rebookable, refundable or can be converted into travel fund</p> <p><u>Land Transportation</u> Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees) - Transfer in and out with pick up at TPB Office - Tour proper</p> <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> <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>	
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	<p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> • Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) • Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide) • Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) • 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) • 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 (3) color coded luggage tags per participants • 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 • Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval • Provision of cold towels/ wet tissue and water in tumbler • Entrance fees/ Environmental fees • Airport terminal fees • Porter fees • Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
LOT 2	CORON	Php1,470,000.00
<p>Site Validation 07-10 February 2022 Number of participants: 3 pax</p>	<p><u>Site Validation</u></p> <p><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</p> <p><u>Airline Tickets</u> Roundtrip domestic air tickets for 2 pax Route: MNL-USU-MNL - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund</p> <p><u>Land Transportation</u> One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees and overtime fees)</p> <ul style="list-style-type: none"> - Transfer in and out - Pick up at residence of TPB personnel - Tour proper/ Site ocular 	

<p>Actual Tour 21-24 February 2022 Number of participants: 25 pax (inclusive of DOT and TPB representatives)</p>	<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><u>Actual Tour</u></p> <p><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 single occupancy</p> <p><u>Airline Tickets</u> Roundtrip domestic air tickets for 23 pax Route: MNL-USU-MNL - 20 kilograms’ baggage allowance roundtrip - additional 32 kilograms for at least 2 TPB personnel for bringing of give aways - Must be rebookable, refundable or can be converted into travel fund</p> <p><u>Land Transportation</u> Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees)</p> <ul style="list-style-type: none"> - Transfer in and out - Pick up at TPB Office - Tour proper <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>*Meals are subject to approval of the TPB.</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>	
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	<p>Travel with COVID 19 medical coverage</p> <p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> • Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) • Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide) • Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) • 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) • 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 (3) color coded luggage tags per participants • 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 • Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval • Provision of cold towels/ wet tissue and water in tumbler • Entrance fees/ Environmental fees • Airport terminal fees • Porter fees • Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
LOT 3	Quarantine Arrangement	Php980,000.00
Quarantine Requirement	<p>FROM CAMARINES SUR- ALBAY- SORSOGON From Site Validation: 13-16 Jan 2022</p> <ul style="list-style-type: none"> ○ Quarantine accommodation in Metro Manila, two (2) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released ○ Pick up at airport and drop off at residence (TPB personnel) ○ Exit RT-PCR Test <p>From Actual Tour: 27-30 Jan 2022</p> <ul style="list-style-type: none"> ○ Quarantine accommodation in Metro Manila, twenty-three (23) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released ○ Minimum guarantee: 10 rooms 	

	<ul style="list-style-type: none"> ○ Pick up at airport and drop off at residence of TPB personnel and participants (within Manila) ○ Exit RT-PCR Test <p>FROM CORON</p> <p>From Site Validation: 10-13 Feb 2022</p> <ul style="list-style-type: none"> ○ Quarantine accommodation in Metro Manila, two (2) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released ○ Pick up at airport and drop off at residence (TPB personnel) ○ Exit RT-PCR Test <p>From Actual Tour: 24 -27 Feb 2022</p> <ul style="list-style-type: none"> ○ Quarantine accommodation in Metro Manila, twenty-three (23) rooms with a full board meal arrangement for four days and three nights (4D3N) or until a negative RT-PCR result is released ○ Minimum guarantee: 10 rooms ○ Pick up at airport and drop off at residence of TPB personnel and participants (within Manila) ○ Exit RT-PCR Test 	
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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. The requirement for the RT-PCR Test is a mandatory part of the proposal whether the LGUs require or no longer require a negative RT-PCR test in their borders. However, bidders are required to provide a detailed budget breakdown and billing based on the actual expense of the tour.
5. 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.
6. 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. Must show proof that the bidder had handled three (3) or more group tours in the lot being bid for the past three (3) years from the date 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 2019 – 2021;
4. Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; Preferably TPB member also.
5. Must allow rebooking, transfers or refunds.

V. TERMS OF PAYMENT

LOT No.	PARTICULARS	AMOUNT
1	CAMARINES SUR- ALBAY- SORSOGON	Php 1,470,000.00
1 st tranche	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip	35% of the total contract price
2 nd tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	65% of the total contract price
2	CORON	Php 1,470,000.00
1 st tranche	Completion of Site Validation and submission of proof of reservation of accommodation of actual trip	35% of the total contract price
2 nd tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	65% of the total contract price
3	Quarantine Requirements	Php980,000.00
1 st tranche	CAMARINES SUR- ALBAY- SORSOGON Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	50% of the total contract price
2 nd tranche	CORON Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	50% 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

LOT 1: ONE MILLION FOUR HUNDRED SEVENTY THOUSAND PESOS (Php 1,470,000.00) inclusive of applicable taxes and fees

LOT 2: ONE MILLION FOUR HUNDRED SEVENTY THOUSAND PESOS (Php 1,470,000.00) inclusive of applicable taxes and fees

LOT 3: NINE HUNDRED EIGHTY THOUSAND PESOS (Php 980,000.00) inclusive of applicable taxes and fees

VII. CONTACT PERSON

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