

SCOPE OF WORKS
PROCUREMENT OF TOUR SERVICES
MARKETING ASSISTANCE ON SUSTAINABLE COMMUNITY BASED-TOURISM
SITE VALIDATION
CORDILLERA/ILOCOS/CAPIZ/SOUTH COTABATO/MAGUINDANAO

SCOPE OF WORKS

I. 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.

Objectives:

- a. To 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. Enhancement 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.

TPB needs the services of an experienced tour operator or travel agent to provide the tour requirements as specified based on the three lots (3) lots below:

LOT 1 (5D/4N)	<u>CORDILLERA/ILOCOS NORTE</u>	ABC Php 300,000.00
Lot 1: December 10-14, 2021 <i>*subject to change of dates</i>	Transportation Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence. - Tour proper - Land transfer from residence to Cordillera 	
	Domestic Air-ticket Laoag City to Manila PR2107 (one-way) with 20 kilos additional baggage allowance for three (3) pax.	should be rebookable and refundable
	Comprehensive Travel Insurance for 3 pax	
	Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy.	Including DOT Regional Offices Representatives
	Activities: Weaving Community in Paracelis and Bontoc in Mt. Province, Abra, Kalinga, Community Based Tourism/ Magdalena Gamayo's Weaving Community	

	Meals (5 Lunch and 5 Dinner) for ten (10) pax	Including DOT ROs and LGUs Representatives
	<ul style="list-style-type: none"> ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
	<ul style="list-style-type: none"> ▪ Provision of RT PCR (covid test)/ or antigen test as maybe required by the LGU for five pax 	Including DOT Regional Offices Representatives
LOT 2 (3D/2N)	<u>CAPIZ</u>	ABC Php 150,000.00
Lot 2: Jan. 6-8, 2022 <i>*subject to change of dates</i>	Transportation Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence. - Tour proper 	
	Domestic Air-ticket MNL-ROXAS-MNL PR453 with 20 kilos additional baggage allowance for three (3) pax	should be rebookable and refundable
	Comprehensive Travel Insurance for 3 pax	
	Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for	Including DOT R6 officers

	two (2) nights (with breakfast) based on Single Occupancy.	
	Tours and activities: Weaving Community in Roxas, Madulano/ IP Community Based Tourism Farm Visit	
	Meals 3 Lunch and 3 Dinner for ten (10) pax	Including DOT R6 officers and LGUs Representatives
	<ul style="list-style-type: none"> ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)	
	<ul style="list-style-type: none"> ▪ Provision of RT PCR (covid test)/ or antigen test as maybe required by the LGU for five pax 	Including DOT R6 officers
LOT 3 (4D/3N)	<u>LAKE SEBU & MAGUINDANAO</u>	ABC Php 250,000.00
Lot 3: Feb 1-4, 2022 <i>*subject to change of dates</i>	Transportation Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas and parking fees.) <ul style="list-style-type: none"> - Transfer in and out - Pick-up and drop-off of TPB personnel residence. - Tour proper 	

	Domestic Air-ticket MANILA to GENERAL SANTOS CITY- PR453 COTABATO CITY - MANILA 5J885 20 kilos additional baggage allowance for three (3) pax	should be rebookable and refundable
	Comprehensive Travel Insurance for 3 pax	
	Room Accommodation for five pax at a Business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy.	Including DOT R12 officers
	Activities: Weaving Community in Laan Dulay Weaving Center / Community Leader of School for Indigenous Knowledge Arts and Tradition (SIKAT) / Kalyak Blaan Care Group (Tabih Weaving)	
	Meals 4 Lunch and 4 Dinner for ten (10) pax	Including DOT R12 officers and LGUs Representatives
	<ul style="list-style-type: none"> ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)	
	<ul style="list-style-type: none"> ▪ Provision of RT PCR (covid test)/ or antigen test as maybe required by the LGU for five pax 	Including DOT R12 officers

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 and local IATF orders.
6. 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.***
7. Provide an alternative itinerary in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of TPB

ELIGIBILITY REQUIREMENTS

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 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. Must have expertise in organizing and coordinating travel arrangements, depending on the lot being bid for

II. TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. SEC and Articles of Incorporation, DTI, CDA certificate, whichever is applicable
2. Company Profile
3. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
4. List of ongoing and completed tours conducted in the past three (3) years.

III. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services

LOT NO.	DESTINATION/S	AMOUNT	Remarks
1	CORDILLERA	Php300,000	Inclusive of all applicable tax and fees
2	CAPIZ	Php150,000	
3	SOUTH COTABATO/ MAGUINDANAO	Php250,000	
	TOTAL	Php700,000.00	

Note: The bidder should have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the supplier.

IV. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the 3 Lots is **SEVEN HUNDRED THOUSAND PESOS ONLY (PHP700,000.00)**, 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