

## PROCUREMENT OF TOUR OPERATOR

### SCOPE OF WORK

360° VR Experiential Regional Tours

**Negros Occidental-Manila**

**Capiz-Iloilo-Guimaras-Iloilo-Manila**

**Aklan-Antique-Iloilo-Manila**

(November-December 2021)

*\*Tentative schedule\**

## I. BACKGROUND

The recent Coronavirus outbreak has resulted in the world largely coming to a halt, immobilizing the tourism industry almost completely. Travel restrictions and social distancing continue to be enforced across the world for the conceivable future, travel-related businesses such as airlines, cruise lines, hotels, restaurants, and museums have ceased operations. With many people confined to their homes and travel and tourism businesses closed, people have turned to the next best alternative - virtual tourism.

Virtual tourism is essentially a hybrid concept- it combines both the notions of virtual reality and tourism. In essence, virtual tourism facilitates a tourism experience, without actually having to travel anywhere. It takes many different forms and comes in varying degrees of technological capability. In its simplest form, virtual tourism may comprise of a video of a tourism destination. The 'tourist' watches the video, utilizing their hearing and sight senses.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for logistical requirement of representatives from TPB, DOT and LGUs for the production of the 360° VR Experiential Regional Tours in the provinces of Western Visayas.

This project consists of three (3) lots: **Lot 1 – Negros Occidental-Manila**; **Lot 2 – Capiz-Iloilo-Guimaras-Iloilo-Manila**; and **Lot 3 – Aklan-Antique-Iloilo-Manila**. Prospective bidders may offer to bid per lot or all as long as their proposal does not exceed the Approved Budget for the Contract (ABC).

Lot 1:	Negros Occidental-Manila 5D/4N (+ 6D/5N post-event quarantine)	ABC										
<b>08 November – 17 November 2021</b>  ▪ 5D/4N – Negros Occidental	<b>Number of participants:</b> 3 pax (TPB, DOT and LGUs)  • <b>Room Accommodation</b> - For 3 pax Business category (if applicable/ available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy <table border="1" data-bbox="475 1727 1066 1906"><thead><tr><th>Should be located within:</th><th>No. of rooms</th></tr></thead><tbody><tr><td>Negros Occidental:</td><td>3</td></tr><tr><td>Cauayan - 1 night</td><td></td></tr><tr><td>Bacolod or Talisay - 1 night</td><td></td></tr><tr><td>Bacolod - 2 nights</td><td></td></tr></tbody></table> <i>*Should be within the proximity of the itinerary</i>  • <b>Transportation</b> - 1 unit of van (2018 model or newer) inclusive of gas, parking fees and overtime, driver fees.	Should be located within:	No. of rooms	Negros Occidental:	3	Cauayan - 1 night		Bacolod or Talisay - 1 night		Bacolod - 2 nights		<b>₱167,000.00</b>
Should be located within:	No. of rooms											
Negros Occidental:	3											
Cauayan - 1 night												
Bacolod or Talisay - 1 night												
Bacolod - 2 nights												

<ul style="list-style-type: none"> <li>▪ 6D/5N – Manila <i>Post-event quarantine</i></li> </ul>	<p>Equipped with Waze or GPS.</p> <ul style="list-style-type: none"> <li>- Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU, if necessary</li> <li>- Pick-up and drop off of TPB, DOT and LGU to/from airport/hotel/residence; separate van if necessary</li> <li>- Itinerary to be sent (subject to change without prior notice)</li> <li>- First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineral water, mint</li> </ul> <p><b>Note:</b> Drivers must undergo an RT-PCR (COVID-19) test with a negative result</p> <ul style="list-style-type: none"> <li>• <b>Ground Fees</b> <ul style="list-style-type: none"> <li>- A tour coordinator with at least three (3) years of experience.</li> <li>- To cover all tour, land and water activities, entrance fees, boat rides, tour guides, jeepney rental and other miscellaneous fees/charges for 3 pax</li> </ul> </li> <li>• <b>Comprehensive Travel Insurance with COVID-19 coverage</b> for TPB representative (inclusion of 5 days post-trip)</li> <li>• <b>RT-PCR and/or Antigen tests</b> <ul style="list-style-type: none"> <li>- DOH-Accredited COVID-19 RT-PCR or antigen Testing Facility, whichever requirement applies to the provincial borders of Negros Occidental for 3 pax; inclusive of DOT representative’s RT-PCR to and from Negros Occidental; inclusive of TPB representative’s RT-PCR post-trip in Manila (1 pax)</li> </ul> </li> <li>• <b>Room Accommodation (Post-event Quarantine)</b> <ul style="list-style-type: none"> <li>- For 1 pax Business category (if applicable/available) or its equivalent for five (5) nights (full-board) based on Single Occupancy</li> <li>- Must be a DOT-DOH-BOQ Accredited Quarantine Hotel</li> <li>- Provide hotel-service RT-PCR</li> <li>- Provide transportation from hotel to residence</li> </ul> </li> </ul> <table border="1" data-bbox="475 1854 1066 1957"> <thead> <tr> <th>Should be located within:</th> <th>No. of rooms</th> </tr> </thead> <tbody> <tr> <td>Muntinlupa City or Makati City</td> <td>1</td> </tr> </tbody> </table>	Should be located within:	No. of rooms	Muntinlupa City or Makati City	1	
Should be located within:	No. of rooms					
Muntinlupa City or Makati City	1					

Lot 2:	Capiz-Iloilo-Guimaras-Iloilo-Manila 10D/9N (+ 6D/5N post-event quarantine)	ABC										
<p><b>15 November – 29 November 2021</b></p> <ul style="list-style-type: none"> <li>▪ 3D/2N - Roxas City</li> <li>▪ 5D/4N - Iloilo</li> <li>▪ 2D/1N - Guimaras</li> <li>▪ 3D/2N – Iloilo City</li> </ul>	<p><b>Number of participants:</b> 4 pax (TPB, DOT and LGUs)</p> <ul style="list-style-type: none"> <li>• <b>Room Accommodation</b> <ul style="list-style-type: none"> <li>- For 4 pax based on Single Occupancy in a Business category hotel (if applicable/ available) or its equivalent (with breakfast) based on the ff:</li> </ul> <table border="1" data-bbox="475 609 1066 936"> <thead> <tr> <th>Should be located within:</th> <th>No. of rooms</th> </tr> </thead> <tbody> <tr> <td>Roxas City - 2 nights</td> <td>4</td> </tr> <tr> <td>Iloilo Province: Carles – 1 night Iloilo City - 1 night Januay – 1 night Iloilo City – 1 night</td> <td>4</td> </tr> <tr> <td>Guimaras – 1 night</td> <td>4</td> </tr> <tr> <td>Iloilo City – 2 nights</td> <td>4</td> </tr> </tbody> </table> <p><i>*Should be within the proximity of the itinerary</i></p> </li> <li>• <b>Transportation</b> <ul style="list-style-type: none"> <li>- 1 unit of van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime, driver fees.). Equipped with Waze or GPS</li> <li>- Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU per province, if necessary</li> <li>- Pick-up and drop off of TPB, DOT and LGU to/from airport/hotel/residence; separate van if necessary</li> <li>- Provision/replacement of jeepney or 4x4 ride for mountainous areas limiting the van to mobilize</li> <li>- Itinerary to be sent (subject to change without prior notice)</li> <li>- First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineral water, mint</li> </ul> </li> </ul> <p><b>Note:</b> Drivers must undergo an RT-PCR (COVID-19) test with a negative result</p> <ul style="list-style-type: none"> <li>• <b>Ground Fees</b> <ul style="list-style-type: none"> <li>- A tour coordinator with at least three (3) years of experience</li> <li>- To cover all tour, land and water activities,</li> </ul> </li> </ul>	Should be located within:	No. of rooms	Roxas City - 2 nights	4	Iloilo Province: Carles – 1 night Iloilo City - 1 night Januay – 1 night Iloilo City – 1 night	4	Guimaras – 1 night	4	Iloilo City – 2 nights	4	<p><b>₱396,000.00</b></p>
Should be located within:	No. of rooms											
Roxas City - 2 nights	4											
Iloilo Province: Carles – 1 night Iloilo City - 1 night Januay – 1 night Iloilo City – 1 night	4											
Guimaras – 1 night	4											
Iloilo City – 2 nights	4											

<ul style="list-style-type: none"> <li>▪ 6D/5N – Manila <i>Post-event quarantine</i></li> </ul>	<p>entrance fees, boat rides, tour guides, jeepney rental and other miscellaneous fees/charges for 4 pax</p> <ul style="list-style-type: none"> <li>• <b>Comprehensive Travel Insurance with COVID-19 coverage</b> for TPB representatives (inclusion of 5 days post-trip)</li> <li>• <b>RT-PCR and/or Antigen tests</b> <ul style="list-style-type: none"> <li>- DOH-Accredited COVID-19 RT-PCR or antigen Testing Facility, whichever requirement applies to the provincial borders of Capiz, Guimaras and Iloilo for 4 pax; inclusive of DOT representative’s RT-PCR to Capiz and from Iloilo; inclusive of TPB representatives’ RT-PCR post-trip in Manila (2 pax)</li> </ul> </li> <li>• <b>Room Accommodation (Post-event Quarantine)</b> <ul style="list-style-type: none"> <li>- For 2 pax Business category (if applicable/ available) or its equivalent for five (5) nights (full-board) based on Single Occupancy</li> <li>- Must be a DOT-DOH-BOQ Accredited Quarantine Hotel</li> <li>- Provide hotel-service RT-PCR</li> <li>- Provide free transportation from hotel to residence</li> </ul> </li> </ul> <table border="1" data-bbox="475 1124 1066 1236"> <thead> <tr> <th>Should be located within:</th> <th>No. of rooms</th> </tr> </thead> <tbody> <tr> <td>Muntinlupa City or Makati City</td> <td>2</td> </tr> </tbody> </table>	Should be located within:	No. of rooms	Muntinlupa City or Makati City	2	
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Muntinlupa City or Makati City	2					

Lot 3:	Aklan-Antique-Iloilo-Manila (10D/9N) (+ 6D/5N post-event quarantine)	ABC								
<p><b>08 November – 17 November 2021</b></p> <ul style="list-style-type: none"> <li>▪ 3D/2N – Aklan</li> <li>▪ 2D/1N – Antique</li> <li>▪ 2D/1N - Iloilo</li> </ul>	<p><b>Number of participants:</b> 3 pax (TPB, DOT and LGUs)</p> <ul style="list-style-type: none"> <li>• <b>Room Accommodation</b> <ul style="list-style-type: none"> <li>- For 3 pax based on Single Occupancy in a Business category hotel (if applicable/ available) or its equivalent (with breakfast) based on the ff:</li> </ul> </li> </ul> <table border="1" data-bbox="475 1736 1066 2027"> <thead> <tr> <th>Should be located within:</th> <th>No. of rooms</th> </tr> </thead> <tbody> <tr> <td>Aklan: Boracay Island – 2 nights</td> <td>3</td> </tr> <tr> <td>Antique: Tibiao – 1 night</td> <td>3</td> </tr> <tr> <td>Iloilo: San Joaquin or Iloilo City – 1 night</td> <td>3</td> </tr> </tbody> </table> <p><i>*Should be within the proximity of the itinerary</i></p>	Should be located within:	No. of rooms	Aklan: Boracay Island – 2 nights	3	Antique: Tibiao – 1 night	3	Iloilo: San Joaquin or Iloilo City – 1 night	3	<p><b>₱179,000.00</b></p>
Should be located within:	No. of rooms									
Aklan: Boracay Island – 2 nights	3									
Antique: Tibiao – 1 night	3									
Iloilo: San Joaquin or Iloilo City – 1 night	3									

<ul style="list-style-type: none"> <li>▪ 6D/5N – Manila <i>Post-event quarantine</i></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Transportation</b> <ul style="list-style-type: none"> <li>- 1 unit of van (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime, driver fees.). Equipped with Waze or GPS</li> <li>- Additional van for pick-up and/or drop off of representative of DOT (Iloilo City) and LGU per province, if necessary</li> <li>- Pick-up and drop off of TPB, DOT and LGU to/from airport/hotel/residence</li> <li>- Itinerary to be sent (subject to change without prior notice)</li> <li>- First Aid Kit, umbrella on board. With daily provision of wet tissues, alcohol, mineral water, mint</li> </ul> </li> </ul> <p><b>Note:</b> Drivers must undergo an RT-PCR (COVID-19) test with a negative result</p> <ul style="list-style-type: none"> <li>• <b>Ground Fees</b> <ul style="list-style-type: none"> <li>- A tour coordinator with at least three (3) years of experience</li> <li>- To cover all tour, land and water activities, entrance fees, boat rides, tour guides, jeepney rental and other miscellaneous fees/charges for 3 pax</li> </ul> </li> <li>• <b>Comprehensive Travel Insurance with COVID-19 coverage</b> for TPB representative (inclusion of 5 days post-trip)</li> <li>• <b>RT-PCR and/or Antigen tests</b> <ul style="list-style-type: none"> <li>- DOH-Accredited COVID-19 RT-PCR or antigen Testing Facility, whichever requirement applies to the provincial borders of Aklan, Antique and Iloilo for 3 pax; inclusive of DOT representative’s RT-PCR IN/Aklan and OUT/Iloilo; inclusive of TPB representative’s RT-PCR post-trip in Manila (1 pax)</li> </ul> </li> <li>• <b>Room Accommodation (Post-event Quarantine)</b> <ul style="list-style-type: none"> <li>- For 1 pax Business category (if applicable/available) or its equivalent for five (5) nights (full-board) based on Single Occupancy</li> <li>- Must be a DOT-DOH-BOQ Accredited Quarantine Hotel</li> <li>- Provide hotel-service RT-PCR</li> <li>- Provide free transportation from hotel to residence</li> </ul> </li> </ul> <table border="1" data-bbox="478 2049 1066 2085"> <tr> <td style="width: 50%;"><b>Should be located within:</b></td> <td style="width: 50%;"><b>No. of rooms</b></td> </tr> </table>	<b>Should be located within:</b>	<b>No. of rooms</b>	
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	Muntinlupa City or Makati City	1	
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## II. GENERAL INCLUSIONS

1. Assistance in preparing/ securing entry documents and itinerary, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Itinerary and travel dates subject to change policies due to travel restrictions based on resolutions and pronouncements made by the IATF, Philippine Government or concerned Local Government Units. Must allow for rebooking or transferable and refundable policies.
4. 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.
5. Secured sponsorships or discounted rates should be deducted from the total expense.
6. 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.
7. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved and IATF and/or LGU guidelines.

## III. ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company or travel agency under Philippine laws for at least 3 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; and
- Must be TPB Member. Required to submit TPB Certificate of Membership.

## IV. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements and services.

LOT NO.	DESTINATION/S	AMOUNT	REMARKS
1	Negros Occidental-Manila	₱167,000.00	Supplier will be paid once the travel is completed subject to submission of Billing Invoice or Statement of Account with supporting documents

2	Capiz-Iloilo-Guimaras-Iloilo-Manila	₱396,000.00	Supplier will be paid once the travel is completed subject to submission of Billing Invoice or Statement of Account with supporting documents
3	Aklan-Antique-Iloilo-Manila	₱179,000.00	Supplier will be paid once the travel is completed subject to submission of Billing Invoice or Statement of Account with supporting documents
<b>TOTAL</b>		<b>₱ 742,000.00</b>	

**Note:** The bidder should have a Landbank account. Payment may be through LBP bank deposit or check. Otherwise, bank charges will be shouldered by the tour operator.

**V. APPROVED BUDGET FOR THE CONTRACT**

**LOT 1: ONE HUNDRED SIXTY SEVEN THOUSAND ONLY (₱167,000.00)** inclusive of applicable tax and fees.

**LOT 2: THREE HUNDRED NINETY SIX THOUSAND PESOS ONLY (₱396,000.00)** inclusive of applicable tax and fees.

**LOT 3: ONE HUNDRED SEVENTY NINE THOUSAND PESOS ONLY (₱179,000.00)** inclusive of applicable tax and fees.

**VI. CONTACT PERSON**

**MARGARITA P. SAN JOSE**  
Domestic Promotions Department  
[margarita\\_sanjose@tpb.gov.ph](mailto:margarita_sanjose@tpb.gov.ph)

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