

**TERMS OF REFERENCE  
SERVICES OF TOUR OPERATORS**

**9<sup>th</sup> and 10<sup>th</sup> REGIONAL TRAVEL FAIR (HYBRID)**

Proposed Dates: 28 April to 01 May 2022 - #Exciting Bicol (Sorsogon)

27-30 October 2022 - #Discover CALABARZON (Sta. Rosa, Laguna)

**As of 08 February 2022**

*Note: Dates are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs, as well as on the existing IATF Rules and Regulations.*

**I. BACKGROUND**

Following the successful implementation of last year's hybrid edition of Regional Travel Fairs (RTF) featuring Eastern Visayas Region's "Infinite Escape," and Zamboanga Peninsula's #OnceAgainZampen, the Tourism Promotions Board (TPB) will stage anew two separate hybrid Regional Travel Fairs in 2021, particularly featuring Bicol Region and CALABARZON Region to be held on April and October, respectively. This is an excellent opportunity for the host regions to showcase their respective tourism offerings in strategic partnership with LGUs and private local industry players.

The 4-day RTF will feature a half-day tourism webinar, whole-day onsite Business-to-Business (B2B), and a two-day Business-to-Consumer (B2C) online selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

The on-site Business-to-Business (B2B) session to be participated by at least fifty (50) Buyers from NCR and 50 to 60 Sellers from the featured Regions aims to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government's health and safety guidelines and protocols. A half-day webinar on the other hand will focus on best practices on tourism operation which will be opened to all tourism stakeholders.

Six (6) Provincial booths outside the B2C hall being manned by their respective tourism officers shall be opened to onsite consumers these booths will feature product demonstration of artisans, cuisines and other tourism offerings and a live selling and interviews will be held here. Post tours for the Seller and Buyers is also part of the travel fair.

## II. OBJECTIVES:

The event aims to regain the consumer’s public interest to travel domestically following the new norms in travel and help the local tourism industry bounce back from the impact of the COVID-19 pandemic.

## III. COMPONENTS OF REGIONAL TRAVEL FAIR (HYBRID EDITION)

### A. Tourism Forum (Webinar)

The Tourism Forum is focused on educating at least 500 tourism stakeholders, which aims to update the knowledge and enhance the understanding of the participants about updates on Tourism Industry.

### B. Travel Exchange (TRAVEX)/(B2B) ON-SITE

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

### C. Business-to-Consumer (B2C)

It is a 2-day online selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

### D. Pre/Post Tour Activities of the RTF Sellers and Buyers

This is an activities to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

**Proposed Venue and Schedule of Activities: \* subject to change**

COMPONENTS	BICOL REGION	CALABARZON	TARGET NUMBERS OF PARTICIPANTS
Tourism Webinar Half-day	28 April 2022	27 October 2022	Max. of 500
Onsite Business to Business Session (B2B) Whole-day	29 April 2022	28 October 2022	50 Sellers / 50 Buyers
Hybrid Business to Consumer Session (B2C) Two-day	30 April -1 May 2022	29-30 October 2022	50 Exhibitors
Buyers Pre-Tour	27-30 April 2022	27-28 October 2022	50 Buyers

Activities			
Sellers Post Tour	2 May 2022	n/a	50 Sellers

**IV. SCOPE OF SERVICES AND DELIVERABLES:**

<b>PARTICULARS</b>	<b>AMOUNT IN PHP</b>
LOT 1 : ABC FOR BICOL	5,409,000.00
LOT 2 : ABC FOR CALABARZON	3,551,000.00
<b>TOTAL AMOUNT</b>	<b>8,960,000.00</b>

<b>DELIVERABLES (PART 1)</b> 4-day RTF Travel Fair	<b>SPECIFICATION</b>	
	<b>BICOL</b> Lot 1: Php5,409,000.00	<b>CALABARZON</b> Lot 2 : 3,551,000.00
<b>A. Lease of Venue/Dates **subject to change</b>		
1. Webinar and Technical Orientation	28 April 2022	27 October 2022
2. Business to Business Session (B2B)	29 April 2022 09:00 AM to 5:00 PM	28 October 2022 9:00 AM to 5:00 PM
3. Business to Consumer Session (B2C)	30 April -1 May 2022 09:00 AM to 5:00 PM	29-30 October 2022 09:00 AM to 5:00 PM
4. Time (Ingress and Egress)	<ul style="list-style-type: none"> <li>● Date: 27 April 2022</li> <li>● Provision of ingress time at least from 10:00 pm onwards</li> </ul>	<ul style="list-style-type: none"> <li>● Date: 26 October 2022</li> <li>● Provision of Ingress time at least from 10:00 pm onwards</li> </ul>
5. Location/Site Condition/Neighbourhood Data	<ul style="list-style-type: none"> <li>a. Located within the business district of the following City: <ul style="list-style-type: none"> <li>a.1 Sorsogon City</li> <li>a.2 Nuvali , Sta. Rosa, Laguna (preferably Seda or The Monochrome)</li> </ul> </li> <li>b. Type of Property Business Hotel, 3 to 4-star hotel</li> <li>c. New property or 75% of guest rooms / function rooms renovated within the last five years (not a quarantine hotel)</li> <li>d. Provision of parking passes / complimentary parking for the vehicle of TPB/DOT officials, guests, and participants</li> </ul>	
6. Conference Room/Venue	<ul style="list-style-type: none"> <li>a. Conference Room minimum area 1,000 sqm.</li> <li>b. Basic A/V system / Basic sound system / lights and</li> </ul>	

	<p>equipment to include microphones, projector with LCD screen Provision of registration tables and chairs</p> <p>c. Stage set-up and decoration</p> <p>d. Can accommodate the LED wall size of 9 x 12 feet</p> <p>e. <b>Important</b> :Provision for electric outlets / extension cords for each table for the sellers, TPB/DOT Secretariat</p> <p>b. pen and paper, mints or nuts</p> <p>c. Classroom type with 1 meter apart and accommodate 50-60 IBM tables.</p> <p>d. Designated room or venue for the artisans for shooting</p> <p>e. Secretariat Room</p> <p>f. Inclusive of electricity charges and other logistic requirements for the event venue</p>
7. Provisions of technical requirements	<p>a. LCD screens for announcements and presentations if necessary</p> <p>b. Signage stands for meeting rooms and other directional signage</p>
8. Internet Connectivity (IT IS A MUST)	<p>a. Free and strong WIFI connection at the conference room and / or hotel rooms</p> <p>b. Back-up Wifi connection</p> <p>c. At least minimum of 50 mbps</p> <p>d. Wired internet connections in designated event areas for the technical requirements for the hybrid event</p>
<b>B. Food and Beverages</b>	
1. Banquet Arrangements for the 4-day event	<p>a. Preferably with pasta, pastries, canapes, assorted sandwiches, fruits, and / or nuts. Menu to be approved by RTF Secretariat.</p> <p>b. One round of ice tea, juice, or soda</p> <p>c. Flowing brewed coffee and tea for the guests and participants during the event</p> <p>d. Can accommodate dietary restrictions of guests / participants (Halal, vegetarians, diabetics, allergies, etc.)</p> <p>e. Dressed cocktail tables/chairs</p> <p>f. Appropriate ambient décor to complement the overall theme or look of the event</p> <p>g. Uniformed and well-trained banquet service</p> <p>h. Facilities or provision of special areas and facilities for priority guests / participants (senior, pregnant, persons with disabilities) such as handrails and special walkways inside and outside the</p>

	conference venue. i. Services should comply with the health protocol standards j. Meals for day per pax at the minimum of One Thousand Php1,800.00	
TPB/DOT Personnel	Meals of Ten (10) TPB/DOT Personnel and Officials before the event	Meals of Ten (10) TPB/DOT Personnel and Officials before the event
Day 1 : Tourism Webinar	a. Breakfast for the early arrival of the participants good for 60 pax b. Lunch for 75 pax c. PM Snacks d. d. Dinner for 75 pax	a. Breakfast for the early arrival of the participants good for 60 pax b. Lunch for 75 pax c. PM Snacks d. Dinner for 75 pax
Day 2 :		
1. Business to Business Session Buyers, Sellers and Guests	Lunch , AM/PM Snacks Good for 130pax	Lunch , AM/PM Snacks Good for 130pax
2. Welcome Dinner (Inclusive of TPB and DOT Guests, Buyers and Sellers)	Dinner for 130pax	Dinner for 130pax
Day 3 & 4: Business to Consumer (B2C)	Lunch , AM/PM Snacks and Dinner good for 100 pax for 2 days	Lunch , AM/PM Snacks and Dinner good for 100 pax for days

<b>C. Hotel Accommodation Requirements</b>		
1. TPB/DOT Secretariat and Officials	a. 7 days and 6 nights b. 10 single rooms c. Inclusive of breakfast d. April 27 to May 3, 2022	a. 7 days and 6 nights b. 10 single rooms c. Inclusive of breakfast d. October 25-31, 2022
2. Sellers	a. 7 days and 6 nights b. 60 single rooms c. Inclusive of breakfast d. April 28 to May 3, 2022	a. 5 days and 4 nights b. 60 single rooms c. Inclusive of breakfast d. October 27 to 31, 2022
3.Provision of COVID-19 Rapid Antigen Test onsite for event billing should be based on the number of tests provided	Maximum of 70 pax including entertainers	Maximum of 70 pax including entertainers
4. Care Kits of the participants in every room with compliments of	pouches of care kits for safety protocol (alcohol or	pouches of care kits for safety protocol (alcohol or

TPB (Room Drop)	sanitizer, facemask, wipes, and tissues)	sanitizer, facemask, wipes, and tissues)
<b>D. Air Tickets/Insurance/Excess Baggage</b>		
1. TPB Secretariat	a. 10 pax name to be advised b. 20 kgs. Baggage Allowance c. Travel Insurance inclusive of covid	Travel Insurance of 10 pax inclusive of covid
<b>E. Transportation</b>		
1. TPB Secretariat Bicol : Legazpi, Sorsogon-Legazpi)  CALABARZON : Manila-Sta. Rosa-point to point for the TPB Personnel	a. Three (3) vans April 27 to May 3, 2022 b. Air-conditioned c. 10 seaters d. Toyota at the preferably latest model e. Inclusive of fuel, parking, overtime, meals, and accommodation if deemed necessary f. Inclusive of airport transfer	a. Three (3) vans b. October 25-31, 2022b. Air-conditioned c. 10 seaters d. Toyota at the preferably latest model e. Inclusive of fuel, parking, overtime, meals, and accommodation if deemed necessary f. Inclusive of point to point shuttle services for TPB Personnel
TPB Officials	One (1) dedicated van for officials for the duration of the event Inclusive of airport transfer	One (1) dedicated van for officials for the duration of the event
F. All assigned personnel shall follow the health protocol provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear their RT PCR expense for assigned personnel in each leg.		

<b>II. DELIVERABLES (PART II) Post and Pre Tour</b>		
<b>A. SELLER'S POST TOUR</b>	<b>BICOL</b>	<b>CALABARZON</b>
1. Post tour of RTF Sellers	a. For Sixty (60) paxTPB/DOT/Guests and participants b. Duration: May 2, 2022	None

	<p>c. Meals inclusive AM/PM Snacks, lunch and dinner</p> <p>d. Two (2) Buses with air condition</p> <p>e. Day tour within Sorsogon</p>	
<b>B. BUYER'S PRE- TOUR</b>		
1. Transportation	<p>a. Two (2) units of Buses at least 2018 model</p> <p>b. Air conditioned</p> <p>c. 30-40 seaters with comfortable chair for a long travel</p> <p>e. Inclusive of fuel, parking, overtime, meals, toll fees and accommodation</p> <p>f. Uniformed Drivers and co-driver/assistant</p> <p>g. Assembly at TPB Lobby at Legaspi Towers 300</p> <p>h. Duration : April 27 to May 1, 2022</p>	<p>a. Two (2) units of Buses at least 2018 model</p> <p>b. Air conditioned</p> <p>c. 30-40 seaters with comfortable chair for a long travel</p> <p>e. Inclusive of fuel, parking, overtime, meals, toll fees and accommodation</p> <p>f. Uniformed Drivers and co-driver/assistant</p> <p>g. Assembly at TPB Lobby at Legaspi Towers 300</p> <p>h. Duration : October 28 - 29, 2022</p>
2. Hotel Accommodation	<p>a. Four (4) nights inclusive of breakfast:</p> <ul style="list-style-type: none"> <li>- Two (2) nights 54 Single Room Accommodation inclusive of TPB Personnel in Sorsogon City</li> <li>- Two (2) nights 12 Twin Room Sharing with 2 beds in Naga and Legazpi</li> </ul>	<p>a. Overnight Stay inclusive of breakfast:</p> <ul style="list-style-type: none"> <li>b. 54 single room</li> <li>c. Duration : October 28-29, 2022</li> </ul>

	b. Duration : April 27 to May 1, 2022	
3. Meals during the tour inclusive of drinks and bottled water	<p><u>Day 1</u> Breakfast on board, Lunch, Dinner and with AM/PM Snacks</p> <p><u>Day 2</u> Lunch, Dinner and with AM/PM Snacks</p> <p><u>Day 3</u> Meals for Lunch and Dinner c/o B2B Session in Sorsogon</p> <p><u>Day 4</u> Lunch, Dinner and AM?PM Snacks</p>	<p><u>Day 1</u> Breakfast at hotel in Nuvali</p> <p>Lunch and Dinner c/o B2B Session in Nuvali, Sta. Rosa</p> <p><u>Day 2</u> Breakfast, Lunch, Dinner and with AM/PM Snacks</p>
4. Tour fees	Inclusion of entrance fees, boat rides, ATV, tour guides, and other activities during the tour for fifty four (54)pax	Inclusion of entrance fees, boat rides, tour guides, and other activities during the tour for fifty four (54)pax
5. Travel Insurance	For 54 pax inclusive of Covid	For 54 pax inclusive of Covid
6. Others	<p>a. Inclusive of 1,000 each for 4 pax mobile data for the TPB/DOT Personnel</p> <p>b. pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues) for the TPB/DOT personnel and participants</p>	<p>a. Inclusive of 1,000 each for 4 pax mobile data for the TPB/DOT Personnel</p> <p>b. pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues)for the TPB/DOT personnel and participants</p>
7. On-site Related Expenses	Provision of on-site related expenses in the amount of Sixty Thousand Pesos (Php60,000.00) that may incurred during the tour.	Provision of on-site related expenses in the amount of Sixty Thousand Pesos (Phpy60,000.00) that may incurred during



		the tour.
<p>8. All assigned personnel shall be follow the health protocol provided by IATF and respective LGUs rules and regulations.</p> <p>9. The Bidder shall shouldered RT PCR and other health protocol requirements.</p>		

**V. SPECIAL/ADDITIONAL REQUIREMENTS**

Tour Services Provider must be:

- Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
- Willing to provide services on a “send-bill” arrangement
- At least 5 years in operations in services of tour operator
- Must have handled at least three (3) similar projects / events (Attach List of Projects handled for the past three years)
- Secured sponsorship or discounted rates should be deducted to total expenses

**VI. INVITATION TO SUPPLIERS**

The winning bidders shall be determined in accordance with the process of R.A. 9184, and its Revised IRR. The award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

**VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

Approved Budget for the Contract is **EIGHT MILLION NINE HUNDRED SIXTY THOUSAND PESOS (PHP8,960,000.00)** only, inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at the time and place specified in the invitation to bid.

**VIII. TERMS OF PAYMENT**

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

<b>PARTICULARS</b>	<b>TERMS OF PAYMENT</b>
<b>Bicol</b> <b>Php5,409,000.00</b> <b>CALABARZON</b> <b>Php3,551,000.00</b>	<b>100% of the total contract price</b>
<ul style="list-style-type: none"> <li>• Acceptance and approved menu, lease of venue and itinerary</li> </ul>	15% of the total contract price
<ul style="list-style-type: none"> <li>• Completion of requirements of technical requirements of the venue</li> </ul>	35% of the total contract price
<ul style="list-style-type: none"> <li>• Full completion of deliverables for each event with corresponding accomplishment reports</li> </ul>	40 % of the total contract price
<ul style="list-style-type: none"> <li>• Submission of Terminal Report and Certification of Project Completion</li> </ul>	10 % of the total contract price

**Milestone:**

<b>REQUIREMENTS</b>	<b>DURATION</b>
Submission of final menu and signed contract with the lease of venue	7 days before the event
Deliveries of complete care kits on site for the registration	5 days before the event
Submission of complete lay-out venue arrangements	7 days before the event
Completed hotel bookings and air ticket requirements (in Bicol)	7 days before the event
Terminal Report of 4-day Activities with trip ticket reports of transportation services	5 to 7 days after the event

**\*\*\* Nothing Follows \*\*\***