

TECHNICAL SPECIFICATIONS

UK TRAVEL INFLUENCERS FAMILIARIZATION TRIP

Services of a Tour Operator

As of 15 March 2022

I. BACKGROUND

The Tourism Promotions Board's Europe Division is holding a familiarization trip for UK Travel Influencers on April 16 - 25, 2022. A group of seven (7) participants will be experiencing the destinations of Manila, Banaue, Kiangan, and El Nido following the theme of cultural and adventure tourism.

The aim of this project is to inspire the participants to expand their tourism offerings as well as acquire first-hand experience creating content and articles for their readers to get a glimpse of the tourism offerings of the country.

The project is in need of tour operators who will prepare an itinerary and organize the various TPB-hosted tours.

II. SCOPE OF SERVICES

The familiarization trip will be participated by 7 UK Travel Influencers and 1 TPB Officer that will be opened for bidding to qualified tour operators.

** Important Notes:*

- *The hotel accommodation, meals in hotels/restaurants, tour activities are subject to sponsorships (hosted/discounted). Bidders should submit an itemized budget in the bid proposal that reflects the cost of accommodation, meals, and tour activities which will be billed based on actual cost.*
- *Interested tour operators must submit a recommended detailed itinerary with activities listed and timings. You may refer to the rough itinerary. Please take note that you may suggest timings/activities/hotels based on the theme per module **but are still subject to the approval of TPB.***
- *Activities must be interactive and avoid rolling tours as much as possible.*
- *Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.*

	PARTICULARS	ABC
Manila, Bacolod, Iloilo and Boracay	Inclusive Dates: April 16-25, 2022 <i>*Indicative dates only and subject to change without prior notice</i> Number of pax: 7 pax + 1 TPB officer Scope of Service/ Inclusions: <ul style="list-style-type: none">▪ All land and ferry transfers of tour participants	PHP 996,000.00

	<p>throughout the tour following the prescribed safety protocols and approved itinerary and possible detours and stops as may be requested.</p> <ul style="list-style-type: none"> ○ Land transfers: <ul style="list-style-type: none"> ▪ 2018 model or newer with drive inclusive of gas and parking fees ▪ Seating Capacity: maximum of four (4) persons plus luggage per unit/van ▪ Provide Pick-up and Drop-off of passengers <ul style="list-style-type: none"> ○ Airport to Hotel ○ Hotel to Airport ○ Transport to, from, and around Kiangnan and Banaue ▪ Inclusive of a licensed driver with uniform and company ID, fuel, driver's meals, applicable parking, toll fees, and overtime fees. ▪ Onboard comprehensive insurance ▪ Compliant with IATF Protocols ○ Ferry transfers: Inclusion of applicable fees and most accessible port ▪ Regular fare air tickets (refundable, reroutable and rebookable) with 20 kgs allowance inclusive of the terminal and other applicable fees <ul style="list-style-type: none"> ○ MNL – ENI – MNL for eight (8) pax ▪ Room Accommodation, Deluxe/5-star category with breakfast based on Single Occupancy <i>*hotels/resorts are subject to the approval of TPB</i> <ul style="list-style-type: none"> ○ Manila (1st Call) – 1 night <ul style="list-style-type: none"> ▪ Deluxe/5-star category with upscale facilities ▪ Accessible to shopping, recreation, and attraction areas ▪ Must be located in Manila, Makati or BGC ▪ Preferred hotel/resorts include <i>Henry Hotel Manila, Conrad Hotel, Sofitel Manila</i> ○ Kiangnan – 3 nights <ul style="list-style-type: none"> ▪ Preferred homestay includes Ibulao Bed and Breakfast ○ Manila or Makati City (2nd Call) – 2 nights <ul style="list-style-type: none"> ▪ Deluxe/5-star category with 	
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	<ul style="list-style-type: none"> upscale facilities ▪ Must be located in Makati or BGC; accessible to Resortsworld Manila ▪ Accessible to shopping, recreation and attraction areas ▪ Preferred hotels include <i>Fairmont Makati, Hyatt Manila</i> ○ El Nido – 3 nights <ul style="list-style-type: none"> ▪ Newly constructed or renovated in the past 5 years ▪ Preferred resorts include Lio Beach Resorts preferably Huni Lio, Balai Adlao, Casa Kalaw, Cauayan Resort or El Nido Resorts among others ○ Manila (4th Call) - Wash-up Room <ul style="list-style-type: none"> ▪ Single occupancy ▪ Deluxe / 5-Star Hotel Category ▪ Must be located in Manila, Makati or BGC ▪ Must be located near or highly accessible to the airport ▪ Preferred hotel/resorts include <i>Marriott, Hilton, Conrad Hotel, Solaire, Fairmont</i> ▪ Full board meals throughout the trip <i>Note: meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer</i> <i>*Provide restaurant recommendations in destinations that are subject to approval of TPB</i> <ul style="list-style-type: none"> ○ Lunch: Nine (9) Lunches per person @ PhP1,000/pax ○ Dinner: Eight (8) Dinners per person @ PhP1,500/pax ○ Snacks: Nine (9) per person @ PhP300/pax ○ Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) ○ Manila <ul style="list-style-type: none"> ▪ Abe / Sentro ▪ Purple Yam / Lechon Degustacion ▪ Palacio de Memoria / Las Casas Filipinas de Acuzar ▪ Apartment 1B 	
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	<ul style="list-style-type: none"> ▪ Incentivized, interactive and experiential tours and activities preferred including but not limited to, <ul style="list-style-type: none"> ○ Banaue <ul style="list-style-type: none"> ▪ Banaue, Sagada and Bontoc Tour ▪ Banaue Rice Terraces Trek and Village Tour ○ Kiangnan <ul style="list-style-type: none"> ▪ Kiangnan City Tour ○ El Nido <ul style="list-style-type: none"> ▪ Island Hopping Tour ▪ El Nido Town Tour ▪ Water sports activities ○ Manila <ul style="list-style-type: none"> ▪ Bambike tour in BGC ▪ Half Day tour in Palacio de Memoria / Las Casas Filipinas de Acuzar ▪ Old Manila Tour ▪ Provision of licensed DOT Accredited English-speaking Tour Guides <ul style="list-style-type: none"> ○ At least three (3) years experience ○ Must be fluent and conversant in English ○ Must have handled at least one foreign group or foreign diplomatic/dignitaries' group ○ Should have a strong sense of Philippine history, culture, art, tradition, and current events. ○ Must not be convicted or found guilty of a crime or administrative offense. ▪ Cold towels and bottled water onboard the vehicle ▪ Provision of an itinerary booklet (with details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB) ▪ Provision of signages/banners (Design subject to the approval of TPB) ▪ Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the trip, face shield (should it be required), wet wipes, tissue, vitamin C, sunscreen, mosquito 	
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	<p>repellant lotion</p> <ul style="list-style-type: none"> ▪ First Aid Kit during tours and on vehicles (land/water transfer) with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc) ▪ In case of rain, provision of raincoats and golf umbrellas ▪ Inclusion of all entrance, environmental, and other applicable fees ▪ Provision of snorkeling equipment and other materials needed during activities ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises worth PhP40,000.00 ▪ Provision of destination-based giveaways without showing tour operator's logo and for TPB's approval ▪ Comprehensive travel insurance with COVID coverage throughout the duration of the trip (including Manila part) ▪ RT-PCR or Antigen Tests should this be required and unless TPB may provide ▪ All assigned personnel of the service provider should have a negative RT-PCR Test taken at least 48 hours prior to tour c/o bidder 	
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II. ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- Company must have valid Mayor's Permit
- Company must submit company profile, tax clearance within the last six months preceding the date of BIR submission, and valid PhilGEPS registration certificate
- Company must submit a copy of valid DOT accreditation certificate

- Company must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA), or other travel-related organizations
- Company must submit a list of projects completed / clients for the past two years

III. SPECIAL/ADDITIONAL REQUIREMENTS

The Travel and Tour Operators must be:

1. Company must submit a copy of valid DOT accreditation certificate
2. Company must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA), or other travel-related organizations
3. Company must submit a list of projects completed / clients for the past two years
4. Engaged in the business as a travel and tour operator for at least five (5) years at the date and time of the opening of bids.
5. At least five (5) years experience and expertise in inbound (domestic) travel handling the European market.
6. Company should have an account in Landbank or be willing to shoulder the bank charges.
7. Hotels and resorts used for the tours must be DOT-accredited.
8. Tour guides and tourist transport companies should be DOT-accredited
9. Shall work on a minimum guarantee of five (5) pax and will be paid according to the actual number of pax serviced and delivered which shall not exceed the ABC.
10. Willing to provide services on “send-bill” arrangement.
11. Member of a registered Travel and Tour Operator Association of the Republic of the Philippines.

III. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for ANY or ALL of the attached tour modules per lot basis. The proposals shall include detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees, and other applicable fees, charges, and taxes), meals and accommodation with breakfast, tours with meals, entrance fees, and environmental fees and other similar fees, taxes and charges, and guide fees.

The price proposed should be adjusted, should there be sponsorship and discounts for some of the package components. 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.

IV. PROJECT OFFICERS/CONTACT PERSONS

MS. JAIMEE DESCALIAR /MS. NERISSA JEAN CRUZ

Project Officers

Europe Division, International Promotions Department

Email address: jaimee_descaliar@tpb.gov.ph

Tel. No: 525-9318 loc 243

V. BILLING ARRANGEMENT: Send bill arrangement based on the actual number of participants

Please send billing statement to:

MS. NERISSA D. DEL FIERRO-JUAN

Division Chief, Europe Division

International Promotions Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1104