

TECHNICAL SPECIFICATIONS

UK TRAVEL TRADE 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 Trade Media on April 20 – 29, 2022. A group of seven (7) participants will be experiencing the destinations of Manila, Bacolod, Iloilo, and Boracay following the theme of cultural and experiential 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 6 UK travel trade 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 20 – 29, 2022 Number of pax: 6 pax + 1 TPB officer Scope of Service/ Inclusions: <ul style="list-style-type: none">▪ All land and ferry transfers of tour participants throughout the tour following the prescribed safety protocols and approved itinerary and	PHP 991,800.00

	<p>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/ Ferry Ports to Hotel ○ Hotel to Airport / Ferry Ports ○ Transport to, from and around Bacolod, Iloilo, and Boracay ▪ 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 to BCD PR 2131 or 5J485 for seven (7) pax ○ MPH to MNL PR2038/ PR2042 or 5J 900 for seven (7) pax ▪ Room Accommodation, Deluxe 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 or Makati City – First Call - 2 nights <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 Bay Area, Makati or BGC 	
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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Preferred hotel/resorts include <i>Henry Hotel Manila, Conrad Hotel, Sofitel Manila</i> ○ Bacolod – 1 night <ul style="list-style-type: none"> ▪ Must be located in the downtown area ▪ Newly constructed or renovated in the past 5 years ▪ Accessible to shopping, recreation, and attraction areas ▪ Preferred hotels include Park Inn by Radisson, Seda Capitol Central and L’Fisher ○ Iloilo – 2 nights <ul style="list-style-type: none"> ▪ Must be located in the downtown area ▪ Newly constructed or renovated in the past 5 years ▪ Accessible to shopping, recreation and attraction areas ▪ Preferred hotel include courtyard by Marriot ○ Boracay – 4 nights <ul style="list-style-type: none"> ▪ Must be one of the deluxe resorts in Boracay, preferably in Station 1 ▪ Newly constructed or renovated in the past 5 years ▪ Preferred resorts include Belmont Boracay, Movenpick Resort, and Crimson Hotel ○ Manila – 2nd 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> <ul style="list-style-type: none"> ▪ 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> <ul style="list-style-type: none"> ○ Lunch: Ten (10) Lunches per person @ PhP1,000/pax ○ Dinner: Nine (9) Dinners per person @ PhP1,500/pax ○ Snacks: Nine (9) per person @ PhP300/pax 	
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	<ul style="list-style-type: none"> ○ Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) ○ Bacolod <ul style="list-style-type: none"> ▪ Balaring Seafood Area ▪ Seafood, Inasal and Kansil specialty restaurants ○ Iloilo <ul style="list-style-type: none"> ▪ Garin Farm ▪ Muelle Deli and Restaurant ▪ Netong's ▪ Punot: Flavors of Modern Iloilo ▪ Tatoy's Manokan and Seafood Restaurant ○ Boracay <ul style="list-style-type: none"> ▪ Los Indios Bravos ▪ BarLo Restolounge ▪ Station X Array of Restaurants ○ Manila <ul style="list-style-type: none"> ▪ Abe / Sentro ▪ Purple Yam / Lechon Degustacion ▪ Palacio de Memoria / Las Casas Filipinas de Acuzar ▪ Apartment 1B ▪ 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 ▪ Incentivized, interactive and experiential tours and activities preferred including but not limited to, <ul style="list-style-type: none"> ○ Bacolod <ul style="list-style-type: none"> ▪ Silay City Tour ▪ Bacolod City Tour with Piaya Making a demo ○ Iloilo 	
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	<ul style="list-style-type: none"> ▪ Garin Farm Tour, Miag-ao Church, Guimbal, Tigbauan, Oton ▪ Iloilo City Tour with cooking demo ○ Boracay <ul style="list-style-type: none"> ▪ Day 01 Island Hopping tour ▪ Day 02 Wellness activity ▪ Day 02 Sunset cruise ▪ Day 03 Motag Living Museum ○ Manila <ul style="list-style-type: none"> ▪ Bambike tour in BGC ▪ Half Day tour in Palacio de Memoria ▪ Old Manila Tour ▪ Manila City Tour <ul style="list-style-type: none"> ▪ 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 repellent lotion ▪ 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) ▪ Provision of raincoats and golf umbrellas in case of rain. ▪ 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.) 	
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	<ul style="list-style-type: none"> ▪ Provision for on-site related expenses as the need arises worth PhP50,000.00 ▪ 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 	
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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 list of projects completed / clients for the past two years

III. SPECIAL/ADDITIONAL REQUIREMENTS

The Travel and Tour Operators must be:

- A DOT-accredited establishment.
- 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.
- At least five (5) years experience and expertise in inbound (domestic) travel handling the European market.
- Company should have an account in Landbank or be willing to shoulder the bank charges.
- Hotels and resorts used for the tours should be DOT-accredited and should be Deluxe. Moreover, tour guides and tourist transport companies should be DOT-accredited
- 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.
- Willing to provide services on “send-bill” arrangement.
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia.

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.

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. 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. NERI CRUZ

Project Officer

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