

PROCUREMENT OF TOUR OPERATOR

SCOPE OF WORK

Logistical Requirements for
TPB's Participation in AirAsia's Maiden Flight in Dumaguete and Launching of Canlaon City's Siyudad Ko,
Suruyon Ko and Saka HinakPan
Dumaguete
07-10 April 2022

I. BACKGROUND

AirAsia's flights connecting Manila to Dumaguete will commence operations on 08 April 2022 after closing operation for two years because of the COVID-19 Pandemic. Known movers of the tourism industry including some officials of DOT and TPB have been invited to join the maiden flight to Dumaguete on 08 April 2022.

The Tourism Promotions Board (TPB) Philippines Chief Operating Officer was invited to deliver Keynote Message during the following events:

1. Launching of Canlaon, Siyudad Ko, Suroyon ko - a local initiative to bounce back the city's tourism industry with various tourism related activities wherein Canlaon City will present its calendar of activities with its tourism partners, stakeholders and collaborators
2. Saka sa Hinakpan Opening Ceremony - a tourism recovery program of the City Government of Guihulngan wherein there is hiking and overnight stay at the foot of the famous Hinakpan Hills

TPB requires the services of a tour operator service provider for the logistical requirements of the TPB personnel. Prospective bidders may offer to bid given that the proposal does not exceed the provided Approved Budget for the Contract (ABC).

II. SPECIFIC REQUIREMENTS

A. Accommodation

- Provide hotel accommodation (*single occupancy*) inclusive of *daily breakfast* on the following dates:

	Hotel must be located in	Number of Rooms
07 April 2022	Dumaguete City Preferably at The Henry's Hotel	1
08-10 April 2022		2
Total Room Nights		5

- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense

B. Domestic Air-tickets

Name of Passengers			Preferred Flight	Remarks
Last Name	First Name	Middle Initial		
LOZA	EDMON GERALD	A.	7 April 2022 MNL-DGT PR2543 ETD 1325H-1445H	Economy with 20k baggage allowance and extra 20k baggage allowance - 2nd row aisle seat
			10 April 2022 DGT-MNL PR 2546 ETD 1055H - 1215H	Economy w/ 20k baggage allowance - 2nd row aisle seat
VELASCO- ALLONES	MARIA ANTHONETTE	C.	10 April 2022 DGT-MNL PR 2546 ETD 1055H - 1215H	Economy w/ 20k baggage allowance- 1st row window seat (one-way only)

C. Land Transportation

Date	Route	Number of Units
07 April 2022	Sibulan-Dumaguete	1
08 April 2022	Around Dumaguete	
09 April 2022	Dumaguete City Guihulngan Kanlaon Dumaguete City	
10 April 2022	Dumaguete City Sibulan	

- Van unit year model must be at least 2018 or not more than 4-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L
- Van adequate to transport 2 persons with luggage and driver
- Maximum use of 10 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Please see attached Itinerary (subject to change without prior notice)

III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator or travel agency under Philippine laws for 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.
- Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;
- Must have rebooking, transferable or refundable policies.

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Ninety-FiveThousand Pesos Only (**₱95,000.00**) inclusive of applicable taxes and fees.

V. TERMS OF PAYMENT

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

VI. CONTACT PERSON

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