

# PROCUREMENT OF TOUR OPERATOR

## SCOPE OF WORK

Logistical Requirements for  
TPB's Participation to Montañosa Film Festival 2022 (MFF)  
Baguio City  
23-28 March 2022

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### I. BACKGROUND

Film tourism is another creative way to promote the Cordillera Administrative Region as a prime regional tourist destination and recovery from the adversities caused by the pandemic. Through film tourism's subliminal way of encouraging people to visit the Baguio Creative City, City visitors' potential rise will help its tourism economy recover from massive losses incurred during the tourism standstill caused by COVID-19 pandemic.

The Tourism Promotions Board (TPB) Philippines is supporting the Montañosa Film Festival (MFF) organized by the Baguio Tourism Council (BTC) that aims to strengthen Baguio City's rebranding as a safe, smart, sustainable city and to establish it as a region flourishing in the arts, rich in cultural heritage. It is an independent film festival with the initiative to take advantage of Baguio's stature as home to independent filmmakers, thus profiling the city as a center for film expressions, in vogue with global and national trends.

Further, the TPB will participate the MFF by having a booth on 23-28 March 2022 and will require the services of a tour operator service provider for the logistical requirements of the TPB personnels. 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
23 March 2022	Baguio City <i>*Business-scale accommodation</i>	2
24 March 2022		2
25 March 2022		2
26 March 2022		4
27 March 2022		4
28 March 2022		0
<b>Total Room Nights</b>		<b>14</b>

- Dates are subject to change
- 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
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

#### B. Land Transportation

Date	Route	Number of Units
23 March 2022	Manila – Baguio City Around Baguio City (*with residential pick-up)	1
24 March 2022	Around Baguio City	
25 March 2022	Around Baguio City	

26 March 2022	Around Baguio City	
27 March 2022	Around Baguio City	
28 March 2022	Around Baguio City Baguio- Manila (*with residential drop-off)	

- Dates are subject to change
- Van unit year model must be at least 2016 or not more than 5-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 18 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
- Itinerary to be sent (subject to change without prior notice)

### C. Meals

- Full-board meal throughout the duration of the trip with (1) round of drinks (choice of bottled water, juice or soft drinks) worth **Php 1,200.00 per person per day**. Meals are subject to approval of the TPB.

Date	Number of pax
23 March 2022	2
24 March 2022	2
25 March 2022	2
26 March 2022	4
27 March 2022	4
28 March 2022	4

### III. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator or travel agency under Philippine laws for 5 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;
- Preferably a local tour operator company or travel agency of the **Cordillera Administrative Region (CAR)**. The underlying rationale of this requirement is that Local tour operator companies or travel agencies are more knowledgeable in their area of jurisdiction as well as familiar with the ways of the communities.
- Must have free cancellation, rebooking, transferable or refundable policies. Required to submit a notarized certificate of undertaking that the Tour Operator Company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.

#### **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is **One Hundred Forty-Seven Thousand Six Hundred Pesos Only (₱147,600.00)** 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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