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27 June 2022

SUPPLEMENTAL/BID BULLETIN NO. 2022-021

This Supplemental/Bid Bulletin No. 2022-007 is issued to amend and/or modify the details provided in the Invitation to Bid (ITB) No. 2022-007 for the **“Services of a Tour Operator for the Implementation of the Regional Travel Fair (RTF) in CALABARZON 2022”** as follow:

ITEM NO.	SPECIFICATION		
	FROM	TO	
1	Technical Specifications	1. Transportation for Sellers a. One (1) unit of bus at least 2018 model c. 30-40 seaters with comfortable chair for a long travel	a. Two (2) units of Coaster or mini bus At least 2018 model XXX c. 25 seaters with comfortable chair for a long travel
		2. Hotel Accommodation for the “Buyers Only” b. Twenty-Seven (27) Twin Share Rooms c. Inclusive of breakfast d. At least 3–4-star category e. With Wi-Fi connection f. Duration: 27-30 October 2022	XXX b. Inclusive of breakfast c. At least 3–4-star category d. With Wi-Fi connection e. Details: 27-29 October 2022 (2 nights) 54 rooms based on single occupancy preferably in Techno Park Hotel 29-30 October 2022 (overnight) 27 rooms based on twin sharing preferably in Pico Sands Hotel

		<p>3. Meals during the tour inclusive of drinks</p> <p>A. Business to Consumer (B2C)</p> <p>RTF Sellers (Mall Activation) Meals for the Mall Activation at least minimum of One Thousand Pesos Only (Php1,000.00) Per Pax per day inclusion of Lunch, AM/PM Snacks, and Dinner can be a restaurant within the mall.</p> <p>B. Post Tour Meals AM/PM Snacks (native delicacies of the destination)</p>	<p>RTF Sellers (Mall Activation) Meals for the Mall Activation at least minimum of One Thousand Five Hundred Pesos Only (Php1,500.00) Per Pax per day inclusion of Lunch, AM/PM Snacks, and Dinner can be a restaurant within the mall.</p> <p>AM/PM Snacks (native delicacies of the destination) To serve refreshments after the CSR Activity in TANAW de Rizal</p>
		<p>7. Giveaways for the of Buyers/Sellers</p> <p>150 pcs. Tumbler with a logo of RTF (design to be approved by TPB)</p>	<p>7. Corporate Services Responsibility for the Post tour of Sellers</p> <p>100 pcs seedlings to be planted in TANAW de Rizal</p>
		<p>8. On-site Related Expenses</p> <p>BUYERS Provision of on-site related expenses in the amount of Sixty Thousand Pesos (Php40,000.00) that may incurred during the tour.</p> <p>SELLERS</p>	<p>8. Giveaways for the Buyers/Sellers</p> <p>150 pcs. Tumbler with a logo of RTF (design to be approved by TPB)</p> <p>150 pcs disposable raincoat for buyers and sellers</p>

		Provision of on-site related expenses in the amount of Sixty Thousand Pesos (Phpy30,000.00) that may incurred during the tour.	
		9. All assigned personnel must be fully Vaccinated and shall follow the health protocol provided by IATF and respective LGUs rules and regulations.	<p>9. On-site Related Expenses</p> <p>BUYERS Provision of on-site related expenses in the amount of Sixty Thousand Pesos Only (PhP60,000.00) that may incurred during the tour.</p> <p>SELLERS Provision of on-site related expenses in the amount of Thirty Thousand Pesos Only (PhP30,000.00) that may incurred during the tour</p>
		10. The Bidder shall shoulder the RT PCR and other health protocol requirements if applicable.	<p>10. All assigned personnel must be fully Vaccinated and shall follow the health protocol provided by IATF and respective LGUs rules and regulations.</p> <p>11. The Bidder shall shoulder the RT PCR and other health protocol requirements if applicable.</p>
		"ANNEX A"	"REVISED ANNEX A"
2	Itinerary of Travel	"ANNEX B"	"REVISED ANNEX B"
3	Bid Validity	N/A	02 November 2022

4	Bid Security Validity	N/A	02 November 2022
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This Bid Bulletin shall form an integral part of the Bidding Documents.

For guidance and information of all concerned.



ATTY. VENANCIO C. MANUEL III

Chairperson 

Bids and Awards Committee

Received by the Bidder:

Date: _____

**TERMS OF REFERENCE
SERVICES OF TOUR OPERATORS
10th REGIONAL TRAVEL FAIR (HYBRID)**

Proposed Dates:

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

As of 23 June 2022

Note: Date of the event is 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 2022, 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.

Business-to-Consumer will be held with 22 Exhibitors booth to be manned by Region 4A Provincial Tourism Officers and DOT Regional Offices. The event is opened to on-site consumers and these booth will be feature product demonstrations of artisans, cuisines and other tourism offerings and live selling and interviews will be held here. Post tours for the Sellers 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	CALABARZON	TARGET NUMBERS OF PARTICIPANTS
Tourism Webinar Half-day	27 October 2022	Max. of 100
Onsite Business to Business Session (B2B) Whole-day	28 October 2022	50 Sellers / 50 Buyers

“REVISED ANNEX A”

Business to Consumer Session (B2C) Two-day	29-30 October 2022	50 Exhibitors
Buyers Pre-Tour Activities	27-30 October 2022	50 Buyers
Sellers Post Tour	31 October 2022	50 Sellers

I. SCOPE OF SERVICES AND DELIVERABLES:

PARTICULARS	AMOUNT IN PHP
ABC FOR CALABARZON	3,551,000.00 Three Million Five Hundred Fifty-One Thousand Pesos Only

DELIVERABLES (PART 1) 4-day RTF Travel Fair	SPECIFICATION
A. Transportation	
1. TPB Secretariat and TPB Officials CALABARZON : Manila-Sta. Rosa- point to point for the TPB Personnel	<ul style="list-style-type: none"> a. Two (2) units vans b. 25 October to 01 November 2022 c. Air-conditioned d. 10 seaters e. Toyota in 2019 or newer f. Inclusive of fuel, parking, overtime, meals, and accommodation if deemed necessary g. Inclusive of point-to-point shuttle services for TPB Personnel
2. Shuttle Services of Participants Duration : October 27, 2022 Manila-Sta. Rosa November 1, 2022 Sta. Rosa-Manila	<ul style="list-style-type: none"> a. Three (3) units vans for the RTF Sellers’ Participants b. Air-conditioned c. 10 seaters d. Toyota in 2019 or newer e. Inclusive of fuel, parking, overtime, meals, and accommodation if deemed necessary
B. 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.	

“REVISED ANNEX A”

POST TOURS BUYERS/SELLERS	CALABARZON	
	Buyer’s Post Tour 27-30 October 2022 4-days / 3 nights	Seller’s Post Tour 31 October 2022 Day Trip
1. Transportation for Buyers and Sellers	<ul style="list-style-type: none"> a. Two (2) units of Buses at least 2018 model b. Air conditioned c. 30-40 seaters with comfortable chair for a long travel e. Inclusive of fuel, parking, overtime, meals, toll fees and accommodation of drivers f. Uniformed Drivers and co-driver/assistant g. Assembly at TPB Lobby at Legaspi Towers 300 	<ul style="list-style-type: none"> a. Two (2) units of Coaster or mini bus At least 2018 model b. Air conditioned c. 25 seaters with comfortable chair for a long travel e. Inclusive of fuel, parking, overtime, meals, toll fees and accommodation of drivers f. Uniformed Drivers and co-driver/assistant g. Hotel in Sta. Rosa (TBA)
2. Hotel Accommodation for the “Buyers Only”	<ul style="list-style-type: none"> a. Three (3) nights b. Inclusive of breakfast c. At least 3–4-star category d. With Wi-Fi connection e. Details: 27-29 October 2022 (2 nights) 54 rooms based on single occupancy preferably in Techno Park Hotel 29-30 October 2022 (overnight) 27 rooms based on twin sharing preferably in Pico Sands Hotel 	
	<u>RTF BUYERS (Pre/Post Tours)</u>	<u>RTF SELLERS</u>

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<p>3. Meals during the tour inclusive of drinks</p>	<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 Sta. Rosa</p> <p><u>Day 4</u> Lunch, Dinner, and AM/PM Snacks</p>	<p>A. Business to Consumer (B2C) RTF Sellers (Mall Activation) Meals for the Mall Activation at least minimum of One Thousand Five Hundred Pesos (Php1,500.00) Per Pax per day inclusion of Lunch, AM/PM Snacks, and Dinner can be a restaurant within the mall.</p> <p>29 October 2022 For One Hundred (100) persons</p> <p>30 October 2022 For One Hundred (100) persons</p> <p>B. Post Tour Meals</p> <p>31 October 2022 For 60 pax Meals for the Mall Activation at least minimum of One Thousand Five Hundred Pesos (Php1,500.00) Per Pax per day inclusion of Lunch, AM/PM Snacks, and Dinner.</p> <p>Lunch</p> <p>AM/PM Snacks (native delicacies of the destination)</p> <p>To serve refreshment after the CSR Acvitivity in TANAW de Rizal</p> <p>Dinner</p>
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“REVISED ANNEX A”

4. Tour fees/Food Demonstration	Inclusion of entrance fees, boat rides, at least with one (1) wellness package, 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 sixty (60) pax
5. Travel Insurance	For 54 pax inclusive of Covid-19 coverage	For 60 pax inclusive of Covid-19 coverage
6. Others	a. Inclusive of 500 each for 4 pax mobile data for the TPB/DOT Personnel b. pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues) for the TPB/DOT personnel and participants	a. Inclusive of 500 each for 4 pax mobile data for the TPB/DOT Personnel b. pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues) for the TPB/DOT personnel and participants
7. Corporate Services Responsibility for the Post tour of Sellers	None	100 pcs seedlings to be planted in TANAW de Rizal
8. Giveaways for the Buyers/Sellers	150 pcs. Tumbler with a logo of RTF (design to be approved by TPB) 150 pcs disposable raincoat for buyers and sellers	
9. 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 Thirty Thousand Pesos (Phpy30,000.00) that may incurred during the tour.
10. All assigned personnel must be fully Vaccinated and shall follow the health protocol provided by IATF and respective LGUs rules and regulations.		
11. The Bidder shall shoulder the RT PCR and other health protocol requirements if applicable.		

III. SPECIAL/ADDITIONAL REQUIREMENTS

Tour Services Provider must be:

- Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.

“REVISED ANNEX A”

- Willing to provide services on a “send-bill” arrangement
- At least 3 years in operations in services of tour operator
- Must have handled at least three (3) similar projects. Submit a copy of the certificate of satisfactory completion for completed government and private projects
- Secured sponsorship or discounted rates should be deducted to total expenses

IV. INVITATION TO SUPPLIERS

The winning bidders shall be determined in accordance with the process of R.A. 9184, and its Revised IRR.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

Approved Budget for the Contract is **Three Million Five Hundred Fifty-One Thousand Pesos (Php3,551,000.00)**, 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.

II. 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.

PARTICULARS		TERMS OF PAYMENT
CALABARZON	Php3,551,000.00	100% of the total contract price
● Acceptance and approved menu, lease of venue and itinerary		15% of the total contract price
● Completion of requirements of technical requirements of the venue		35% of the total contract price
● Full completion of deliverables for event with corresponding accomplishment reports		40 % of the total contract price
● Submission of Terminal Report and Certification of Project Completion		10 % of the total contract price

“REVISED ANNEX A”

Milestone:

REQUIREMENTS	DURATION
Submission of final menu and signed contract with the lease of venue	7 days before the event subject to mutual agreement with TPB and winning bidder
Deliveries of complete care kits on site for the registration	5 days before the event subject to mutual agreement with TPB and winning bidder
Completed hotel bookings requirements	7 days before the event subject to mutual agreement with TPB and winning bidder
Terminal Report of 4-day Activities with trip ticket reports of transportation services	5 to 7 days after the event subject to mutual agreement with TPB and winning bidder

“REVISED ANNEX B”

ITINERARY OF TRAVEL RTF SELLERS’ POST-TOUR DAY TOUR – SARILINA TOURISM CIRCUIT

Project Name : **10TH REGIONAL TRAVEL FAIR #DISCOVERCALABARZON**
Date : **31 October 2022 (1 day tour)**
Venue : CALABARZON
as of: 27 June 2022, subject to change

TIME	PLACE	REMARKS
6:00 AM	Assembly of the participants	At designated hotel in Sta. Rosa
	Proceed to Casa San Pablo	Quick Tour of the property and the Museum Coconut Culinary Demonstration
	Sulyap Gallery Museum	Quick Tour of Sulyap Gallery Museum
	Sulyap Gallery Café and Restaurant	Lunch
	Arrival at Rizal, Laguna	Tour and Tree Planting Activity at the Tayak Nature, Adventure and Wildlife (TANAW) Park Refreshments to be served <i>Reminder for the participants:</i> <i>1. Wear trekking clothes</i> <i>2. Bring your own water bottle</i>
	Arrival in Esmeris Farm	PM Snacks to be serve
	Liliw, Laguna	Tour of St. John the Baptist Church (Liliw Church) Tsinelas Shopping at Gat Tayaw Street
		Dinner at Restaurant Preferably White House in Liliw, Laguna
8:00 PM	Depart Liliw to Sta. Rosa	

“REVISED ANNEX B”

ITINERARY OF TRAVEL RTF BUYERS’ POST TOUR THREE DAYS THREE NIGHTS TOUR – CAVITE BATANGAS EXPERIENTIAL TOUR

Project Name : 10TH REGIONAL TRAVEL FAIR #DISCOVERCALABARZON

Date : 27 – 30 OCTOBER 2022 (4 days/3 nights)

Venue : CALABARZON

as of 27 June 2022, subject to change

DAY ONE – 27 October 2022

TIME	PLACE	REMARKS
5:30 AM – 6:00 AM	Assembly of the participants	At the Tourism Promotions Board, Lobby of Legaspi Towers 300 Roxas Blvd. Manila
	Proceed to Casa San Pablo	Quick Tour of the property and the Museum Coconut Culinary Demonstration
	Sulyap Gallery Museum	Quick Tour of Sulyap Gallery Museum
	Sulyap Gallery Café and Restaurant	Lunch
	Proceed to Liliw	
	Liliw, Laguna	Tour of St. John the Baptist Church (Liliw Church) Tsinelas Shopping at Gat Tayaw Street
	Proceed to Sta. Rosa, Laguna	Inspection of at least three hotels and Monochrome
	Proceed to hotel for check-in	
	Dinner	
	Back to hotel	

DAY TWO – 28 October (B2B) Regional Travel Fair Activities

TIME	PLACE	REMARKS
6:00 AM – 6:30 AM	Breakfast at the hotel	Breakfast at Resort and Check-out
	Proceed to RTF B2B Venue	
10:00 AM	Opening Ceremony (venue TBA)	
11:00 AM – 4:30 PM	RTF: Business-to-Business Session	
4:30 PM – 6:00 PM	Freshen up and Check in at hotel	
6:30 PM -10:00 PM	Welcome Dinner	
	Back to hotel	

“REVISED ANNEX B”**DAY THREE – 29 October 2022**

TIME	PLACE	REMARKS
6:00 AM	Check-out Hotel	
	Breakfast at Lipa Grill	
	Proceed to Taal, Batangas	
	Visit and Tour of Taal Basilica, Galleria Taal, Marcela Agoncillo Museum, Villavicencio House	Heritage walk with Chocolate Batirol experience
	Proceed to Calatagan, Batangas	
	Museo Enrique Zobel Calatagan, Batangas	
	Cape Santiago Lighthouse Calatagan, Batangas	
	Aquaria Water Park Calatagan, Batangas	Lunch at Aquaria Water Park
	Proceed to Pico Sands Hotel	
	Check-in at the hotel	
	Activities at Pico Sands Hotel	Water-based activities: - paddle boat - kayak - banana boat - Cove roaming (Yacht Rental) Wellness Experience - Rain the Spa Treatment
	Dinner at the hotel	Incentivized, preferably at the beach area weather permitting
	Overnight hotel	

DAY FOUR – 30 October 2022

TIME	PLACE	REMARKS
	Breakfast	
	Ocular of the hotel	Continuation of Wellness Experience
11:00AM	Check-out and proceed to Kainan sa Dalampasigan	
	Arrive in Kainan sa Dalampasigan	Lunch
	Proceed to Shambala Silang	Visit Museum and pm snacks
	Depart to Manila	