

MEDIA TOUR IN QUEZON PROVINCE AND COVERAGE OF THE 1ST PH RIDE WITH A PURPOSE

25 – 26 June 2022 | Quezon Province, Philippines

TECHNICAL SPECIFICATIONS

Services of a Destination Management Company/Tour Operator
for the Media Tour in Quezon Province and Coverage of the 1st PH Ride with a Purpose

I. BACKGROUND

The Harley Owners Group (H.O.G.) Manila Chapter Philippine Inc. event, the 1st PH Ride With A Purpose at Isla Perlita, Mauban Quezon on 25 June 2022. Said event will bring “Sturgis Motorcycle Rally” experience in Asia with Motorcycle Rider Safety Skills Training, Group Riding Protocol Demonstration, Motorcycle Road Test, Riders gears/apparels, Motorcycle accessories, Food Trucks, Local Food/Products, Raffle, Live Bands, etc.

The H.O.G. Manila entered a Memorandum of Agreement with DENR through the Provincial Environment and Natural Resources Office (PENRO) last 2021 for the re-development of the area particularly tree-planting and other activities in rehabilitation, maintenance, and protection activities.

1st PH Ride with a Purpose consists of motorcycle riders with a passion to ride for a cause and is open to all motorcycle displacement types. The event aims to promote responsible motorcycling riding, promote Mauban/Quezon Province tourism to boost the local economy, and support the Daang Kalikasan project.

In order to further boost the 1st PH Ride with a Purpose event, the TPB will be inviting **ten (10) media** from various media outlets to cover the said event as well as to promote the Quezon province as a tourism destination.

In this regard, the TPB needs the Services of a Destination Management Company/Tour Operator for the Media Tour in Quezon Province and Coverage of the 1st PH Ride with a Purpose.

II. SPECIFICATIONS

- Date of Event : 25 – 26 June 2022
- Destinations : Quezon Province
(Isla Perlita, Mauban, Quezon | Lucban | Cagbalete)
- Number of Pax : 17 pax (10 Media + 7 TPB Personnel)
- Scope of Services : Incentivized itineraries to include:
 - A. Accommodation: hotel accommodations (12 single occupancies, 3 twin-sharing rooms) with complimentary breakfast
 - B. Transportation: Cover all land/sea transportation (gas, toll fees, etc.)

2 Van must be air-conditioned, 10-seaters; must be at least 2018 model or newer; inclusive of gasoline, toll fees, parking fees, overtime, and meals and accommodation of the drivers; assigned drivers must be fully-vaccinated.

- C. Food & Beverage: all other meals to include snacks as identified in the itinerary;
- D. Tours/Activities: all paid activities/entrance fees, environmental fees;
- E. Tour Guide : Two (2) DOT-accredited/licensed tour guides and a Tour Coordinator; all personnel to be assigned must be fully vaccinated; Tour Operator assigned personnel's accommodations, transportation, and meal requirements is c/o supplier
- F. Others : RT-PCR tests (before the event c/o TPB through the partnership with PCMC or Antigen Test c/o supplier, other incidental expenses that may be incurred to include medical emergencies; comprehensive travel insurance with medical coverage for COVID-19; and tour kits with basic hygiene stuff such as but not limited to alcohol, mask, etc.

Notes:

- *Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination).*

III. QUALIFICATIONS OF BIDDERS

1. Must be a Filipino-owned, operated, and legally registered DMC or Tour Operator under Philippine laws;
2. Must be engaged in the travel and tour operator business specializing in handling Incentive Groups for at least five (5) years.
3. Must have a minimum of five (5) years of experience in providing logistical requirements and tour operator service such as medium to large-scale tours, events, and similar activities.
4. Must have expertise in organizing and coordinating travel arrangements, specifically in Quezon Province.

IV. ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements.
2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
3. TPB Member Certificate

4. List of ongoing and completed tours conducted in the past five (5) years in Quezon Province
5. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **THREE HUNDRED THOUSAND PESOS ONLY (PHP300,000.00)**, inclusive of service charge and 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 ABC.

VI. TERMS OF PAYMENT

Payment will be on a send-bill arrangement to be settled 30-days upon receipt of Billing or Statement/Statement of Account. 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.

VII. DURATION OF THE CONTRACT

Shall commence from acceptance of the Notice to Proceed.