

SERVICES OF A TOUR OPERATOR FOR THE CHEF HIROYASU KAWATE CULINARY INVITATIONAL TOUR

SCOPE OF WORKS

As of 01 July 2022

I. BACKGROUND

The Philippine Department of Tourism Tokyo office will be inviting Chef Hiroyasu Kawate, Mr. Takanori Nakamura, and Ms. Shifumi Eto to visit Manila and Bohol for a culinary media invitational tour. This project is in line with the Secretary's instruction regarding our efforts towards the recovery of the country's tourism industry affected by the COVID-19 pandemic. The invitational tour is scheduled for 22 – 26 August 2022.

Food tourism has been one of the pillars of the Philippine Department of Tourism's marketing strategy. This initiative is part of PDOT Tokyo's thrust to promote Philippine cuisine in Japan and develop visual and creative contents that can be used to promote the Philippine cuisine in Japan.

Chef Hiroyasu Kawate is known as the driving force behind the Florilège Restaurant which he established in 2009. Florilège is a two-star Michelin restaurant and was voted in 2021 as one of the World's Best 50 Restaurants. In 2022, Florilège ranked third among Asia's Best 50 Restaurants.

Mr. Takanori Nakamura is a model/influencer/writer and is also the head of Japan's academy chair for the World's Best 50 Restaurants and Asia's Best 50 Restaurants.

Ms. Shifumi Eto is a popular food and travel journalist who is instrumental in boosting awareness of Filipino dishes in Japan. She writes on popular digital platforms including Asahi Newspaper Digital.

The objectives of the invitational tour are as follows:

- To develop visual and creative contents that can be used to promote Philippine cuisine in Japan;
- To boost the popularity of the Philippines as a culinary tourism destination and sustain efforts to highlight the Philippines as a center of gastronomy in Asia to Japanese consumers and influencers; and

- To sustain awareness in Japan about Philippine cuisine, produce, and agricultural products.

II. DETAILS OF THE EVENT

Date : **22 – 26 August 2022 (indicative dates)**
 Venue : Bohol and Manila
 Total No. of Participants : 8 pax
 Including (1) TPB Officer

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for small value procurement based on one (1) lot identified below:

III. SCOPE OF WORKS/DELIVERABLES

(5D/4N)	<u>BOHOL AND MANILA</u>	ABC PHP 997,000.00
Lot 1: BOHOL AND MANILA 22 – 26 August 2022 <i>(indicative dates)</i>	<u>Number of participants:</u> 8 pax (inclusive of six (6) guests, one (1) TPB officer, and one (1) DOT Tokyo staff) I. AIR TICKETS A. Roundtrip International airline tickets (NARITA-MANILA) via PR 431 and (MANILA-HANEDA) via PR 422 – business class, re-bookable, re-routable with 20 kilos baggage allowance for 2 pax B. Roundtrip International airline tickets (KANSAI-MANILA) via PR 407 and (MANILA-HANEDA) via PR 422 – business class, re-bookable, re-routable with 20 kilos baggage allowance for 1 pax C. Roundtrip International airline tickets (NARITA-MANILA) via PR 431 and (MANILA-HANEDA) via PR 422 – regular	PHP 997,000.00

	<p><i>economy</i>, re-bookable, re-routable with 20 kilos baggage allowance for 2 pax</p> <p>D. Roundtrip Domestic airline tickets (MNL-TAG) via 5J 687 and (TAG-MNL) via PR 2778 – regular economy, re-bookable, re-routable with 20 kilos baggage allowance for 7 pax</p> <p>II. TRANSPORTATION</p> <p>E. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <p>Type of Transportation (in Bohol and Manila):</p> <ol style="list-style-type: none"> 1. One (1) coaster or Three (3) vans; 2. One (1) additional van for luggage (inclusive of driver and gas) <ul style="list-style-type: none"> • <i>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.</i> • <i>Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> • <i>Must be equipped</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters)</i> - <i>With universal van sliding windows and safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> • <i>Maximum use 15 hours per day inclusive of overtime and driver's fee</i> 	
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	<ul style="list-style-type: none"> • <i>Necessary expenses to cover all expenses including driver’s fee, as well as his food, RT-PCR/border antigen tests, PPEs, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, other consumable costs, and other related expenses, will be covered by the tour operator, payment of toll fees and parking fees.</i> • <i>Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests</i> <p>III. INSURANCE</p> <p>F. Comprehensive travel insurance for 8 pax (guests, TPB, and DOT representatives) with medical coverage for COVID-19</p> <p>IV. ACCOMMODATION</p> <p>G. Room Accommodation</p> <p>Provision of 7 rooms based on single occupancy in a business room category or its equivalent room category with breakfast</p> <ol style="list-style-type: none"> 1. <i>Bohol leg (7 rooms):</i> Check-in dates: 22-24 August 2022 Room nights: 2 nights Preferred hotel: Bohol Beach Club 2. <i>Manila leg (7 rooms):</i> Check-in dates: 24-26 August 2022 Room nights: 2 nights Preferred hotel: Hotel Okura Manila <p>Provision of 1 room based on single occupancy in a business room category or</p>	
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	<p>its equivalent room category with breakfast</p> <p>3. <i>Manila</i> leg (1 room): Check-in dates: 22-26 August 2022 Room nights: 4 nights Preferred hotel: Hotel Okura Manila</p> <p>V. MEALS</p> <p>H. Meals and beverages for the whole duration of the trip for 8 pax:</p> <p>Lunch and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks, and one can or bottle of beer)</p> <p>a. Four (4) Lunch with at least Php 46,800.00 (Php 1,300/pax/meal) b. Four (4) Dinner with at least Php 61,200.00 (Php 1,700/pax/meal)</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Please provide a breakdown per person per meal per day.</i> • <i>Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.</i> <p>VI. TOURS</p> <p>I. Interactive/experiential/culinary tours and activities preferred for 7 pax (see attached itinerary)</p> <p>The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the</p>	
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	<p>IATF and the local government unit (overseeing the destination)</p> <p>J. Incentivized tour kit/travel necessities per pax – surgical masks (at least 2 per day), tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, towel, reusable tumbler (at least 24 oz.)</p> <p>K. Banners (for group picture) and appropriate signage, design/specs subject to TPB’s approval</p> <p>VII. VIDEOGRAPHER AND COORDINATOR</p> <p>L. Provision of 1 videographer to cover the tour and to provide a consolidated output of videos stored in a USB drive and via Google drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB Project Officer)</p> <p>M. Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour</p> <p>VIII. TOUR GUIDE</p> <p>N. Licensed DOT-accredited Japanese-speaking Tour Guide familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. Must have handled at least (1) foreign tour group.</p>	
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	<p>One (1) Japanese-speaking tour guide based in each destination (Bohol and Manila)</p> <p><i>Note: All assigned personnel of the service provider should have a negative RT-PCR Test c/o of supplier/bidder (tour coordinator, tour guide, videographer, and driver)</i></p> <p>IX. MISCELLANEOUS EXPENSES</p> <p>O. RT-PCR (COVID-19 test) or Antigen test for 8 pax as may be required by the LGU or country of origin</p> <p>P. Provision for on-site related expenses amounting to at least PHP 20,000.00 (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.)</p> <p>Q. First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p>	
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IV. DELIVERY TERM

A tour operator to provide the mentioned services from **22 – 26 August 2022 (indicative dates)**. *(Please see attached itinerary)*

V. TERMS AND CONDITIONS

1. Assistance in preparing/securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
4. ***Tour activities and/or schedules/dates may still be changed*** based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.
5. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.
6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB ***based on the actual cost per pax***.

VI. QUALIFICATION OF BIDDERS

1. Must have expertise in organizing and coordinating travel arrangements, specifically within Region 7 and NCR;
2. Must have a minimum of 5 years' experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes;
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign

VII. ADDITIONAL TECHNICAL REQUIREMENTS

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

1. Submit a certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.
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. A list of ongoing and completed tours conducted in the past three (3) years including international groups.
4. Provide an alternative itinerary, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.

VIII. TERMS OF PAYMENT

- Must be willing to provide services on a “send-bill” arrangement **based on the actual number of participants and costs incurred.**
- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- Payment will be on the send-bill arrangement statement to the ***TOURISM PROMOTIONS BOARD PHILIPPINES*** after the completion of services.

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The supplier will be paid once the travel is completed.

The supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

IX. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **NINE HUNDRED NINETY-SEVEN THOUSAND PESOS ONLY (PHP 997,000.00)** inclusive of all applicable taxes and fees, provided that the amount of bid does not exceed the aforementioned approved budget.

X. CONTACT PERSONS

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