

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE MARKETING ENHANCEMENT OF SUSTAINABLE COMMUNITY-BASED TOURISM (SCBT) SITE VALIDATION

I. BACKGROUND

COVID-19 pandemic has caused severe economic distress by shutting down all tourism activities which affects the income-earning opportunities of the developing Community-Based Tourism sites and attractions. The pandemic has further complicated matters creating a major challenge for the community to rebuild confidence and sustainable tourism activities along with efforts to recover their health and local economy after the pandemic. As an approach to recovery, The Tourism Promotions Board Philippines (TPB), will provide assistance to sustain Community-Based Tourism in Small and Medium Scale Enterprises (SMSE) in order to support employment and empower community members to develop local products and services.

II. OBJECTIVES

The main objectives are the following:

- To assess and validate existing and potential Community-Based Tourism sites nationwide based on the impact of COVID-19 and interventions for the recovery and sustainability
- Enhancement of marketing and promotional activities by providing appropriate venue and platform to promote and market their local tourism products and services
- Provide capacity-building activities to Community Based-Tourism members in creating basic marketing plans or designing tourism activities as well as other marketing skills enhancements that are consistent with the local ways of life while increasing the value of local resources and knowledge.

III. SCOPE OF SERVICES

TPB needs the services of an experienced tour operator or travel agent to provide the tour requirements as specified based on the three lots (3) lots below:

LOT NO.	PARTICULARS	ABC
Lot 1: DAVAO 4D/3N August 21- 24, 2022 <i>*indicative date</i>	3 Room Accommodation for five (5) pax at a business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. (3 TPB/1 DOT/1 LGU)	Php196, 500.00
	Meals (Lunch/Dinner/Snacks) at least Php1,500 per pax for four (4) days.	
	Land Transportation One (1) unit of a van (2018 model or newer) with a driver (inclusive of gas and parking fees.) Transfer in and out Pick-up and drop-off of TPB personnel residence to the airport. Tour proper for four (4) days	
	Comprehensive Travel Insurance for three (3) TPB participants with COVID-19 coverage subject to TPB's consultation and approval.	
	Domestic Air-ticket Manila-Davao-Manila (Round trip) with 20 kilos additional baggage allowance for three (3) pax with Airport Terminal Fees and Porter Fees	
	Tours and activities including Entrance Fees/Environmental Fees Tour Guide Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)	
	Coordination Meeting with Local Tourism stakeholders	
Lot 2: LAGUNA-MINDORO-CEBU 4D/3N October 5-9, 2022 <i>*Indicative date</i>	Room Accommodation for five (5) pax at a business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. (3 TPB/1 DOT/1 LGU)	Php180, 500.00
	Meals (Lunch/Dinner/Snacks) at least Php1,500 per pax for four (4) days.	
	Land Transportation	

	<p>One (1) unit of a van (2018 model or newer) with a driver (inclusive of gas and parking fees.) Transfer in and out Pick-up and drop-off of TPB personnel residence to the airport. Tour proper for four (4) days</p>	
	<p>Comprehensive Travel Insurance for three (3) TPB participants with COVID-19 coverage subject to TPB's consultation and approval.</p>	
	<p>Domestic Air-ticket Manila-Davao-Manila (Round trip) with 20 kilos additional baggage allowance for three (3) pax with Airport Terminal Fees and Porter Fees</p>	
	<p>Tours and activities including Entrance Fees/Environmental Fees Tour Guide Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</p>	
	<p>Coordination Meeting with Local Tourism stakeholders</p>	
<p>Lot 3: JOLO SULU-PALAWAN 4D/3N September 7-11, 2022 <i>*Indicative dates</i></p>	<p>Room Accommodation for five (5) pax at a business category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy. (3 TPB/1 DOT/1 LGU)</p>	<p>PhP160, 000.00</p>
	<p>Meals (Lunch/Dinner/Snacks) at least PhP1,500 per pax for four (4) days.</p>	
	<p>Land Transportation One (1) van (2018 model or newer) with a driver (inclusive of gas and parking fees.) Transfer in and out Pick-up and drop-off of TPB personnel residence to the airport. Tour proper for four (4) days</p>	
	<p>Comprehensive Travel Insurance for three (3) TPB participants with COVID-19 coverage subject to TPB's consultation and approval.</p>	

	<p>Domestic Air-ticket Manila-Zamboanga Round Trip and Manila-Palawan Round Trip with 20 kilos additional baggage allowance for three (3) pax with Airport Terminal Fees and Porter Fees</p>	
	<p>Tours and activities including Entrance Fees/Environmental Fees Tour Guide Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</p>	
	<p>Coordination Meeting with Local Tourism stakeholders</p>	

IV. PROJECT IMPLEMENTATION SCHEDULE *dates are indicative only

Lot 1: DAVAO (August 21- 24, 2022)

Lot 2: LAGUNA-MINDORO-CEBU (October 5-9, 2022)

Lot 3: JOLO SULU-PALAWAN (September 7-11, 2022)

V. ADDITIONAL TECHNICAL REQUIREMENTS

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

- Submit the list of completed government/ private projects similar to the contract to be bid within the last three (3) years, with a corresponding Certificate of Satisfactory and Completion of Services
- Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
- Preferably TPB Member with valid TPB Membership Certificate.
- Provide an alternative itinerary in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.
- 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.**

OTHER TECHNICAL REQUIREMENTS:

- Assistance in preparing/securing entry documents, as necessary.
- Willingness to respond to immediate/unforeseen changes in specifications.
- Willing to provide services on a “send-bill” arrangement. 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.
- 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.
- ***Tour activities and/or schedules/dates may still be changed*** according to the recommendations of the DOT Regional Office involved and local IATF orders.

VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the 3 Lots is **FIVE HUNDRED THIRTY-SEVEN THOUSAND PESOS ONLY (PhP537,000.00)**, inclusive of all applicable taxes and fees.

LOT NO.	DESTINATION/S	AMOUNT	Remarks
1	DAVAO REGION	PhP196,500	Inclusive of all applicable taxes and fees
2	LAGUNA-MINDORO-CEBU	PhP180,500	
3	JOLO SULU-PALAWAN	PhP160,000	
	TOTAL	PhP537,000.00	

VII. TERMS OF PAYMENT

Send the bill arrangement to the Tourism Promotions Board after the completion of services for 30 days upon receipt of the invoice or statement of account (SOA).

Note: The bidder should have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

Shall commence upon receipt of the Notice to Proceed (NTP) until the completion of the services.

VIII. PROJECT OFFICERS CONTACT INFORMATION

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