

ANNEX B: TECHNICAL SPECIFICATIONS

TPB MEMBERS' FAMILIARIZATION TOUR

Scope of Services/ Technical Specifications Tour Operator Services

I. BACKGROUND

Mandated by Republic Act 9593, the TPB Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

One of the membership program benefits is the activities that target business leads, eventually creating business generations, specifically priority access to familiarization trips, industry site inspections, product presentations, market briefings, etc.

In the last two years, the program's initiatives have been intensified and realigned to respond to the challenges brought about by the pandemic. With the recent reopening of borders and businesses, the program's activities have been geared towards recovery and rebuilding business.

To sustain recovery initiatives, the TPB Membership Program shall conduct a series of familiarization tours (FamTour) for its members in 2022 and the 1st semester of 2023. FamTours are a valuable tool for tourism stakeholders, particularly tourism businesses, to experience destination products and services first-hand, enabling them to relay information to their clients and create and sell packages to the public.

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator/ travel agent in connection with the conduct of familiarization tour of TPB members.

II. OBJECTIVES

This year's FamTour specifically aims to:

1. Provide first-hand experience of the destination's tourism products and services for participants to adequately sell to the public;
2. Increase product knowledge by educating TPB members about the destination's tourism products and services with the end view of promoting these to existing and potential clients;
3. Benchmark the best practices of the destinations, including sustainable tourism and the implementation of new normal standards and protocols; and
4. Strengthen relationships among tourism stakeholders, growing TPB members' network of tourism professionals.

III. SCOPE OF SERVICES

LOT 1	BATANES	PhP1,810,500.00
Site Validation 21-24 February 2023	A. Site Validation (4D/3N) 1. Accommodation Room accommodation for 4 pax at Business category (if applicable/available) or its	

<p>06-10 March 2023 participants: 20 pax (inclusive of DOT and TPB representatives)</p> <p>(indicative date)</p>	<p>11 twin sharing deluxe accommodation at a business-type hotel/resort (if applicable/available) or its equivalent for five (5) days with daily breakfast. Must be located in the city center of Basco</p> <p>9. Airline Tickets Preferably Philippine Airlines Roundtrip domestic air tickets for 20 pax Route: MNL-BSO-MNL (19 pax); TUG-BSO-TUG (1 pax) - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund</p> <p>10. Land Transportation Five (5) vans (2018 model or newer) or minibus and with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) - Must cover entire tour proper/program - Additional van for luggage (inclusive of driver and gas, etc.) - Airport transfer in and out (Manila for TPB personnel)</p> <p>Note: Drivers must be fully-vaccinated and must undergo an RT-PCR (Covid 19) test with a negative result within 48 hours prior to deployment</p> <p>11. Tours and Activities - Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Hilot and Hilom to align with the TPB Banner Program. - Tour guide per van/mini bus with at least three (3) years of experience (submit the curriculum vitae five (5) days before the actual tour) - Should include boat/ferry fees, entrance fees, environmental fees, porter fees and other miscellaneous fees</p> <p>12. Meals Incentivized lunch or dinner with cultural and musical entertainment, especially for welcome lunch, Day 2 Dinner and farewell dinner.</p> <p>Breakdown of meals: AM Snacks @ Php 500.00 x 25 pax x 5 days PM Snacks @ Php 500.00 x 25 pax x 5 days Lunch @ Php 1,500.00 x 25 pax x 5 days Dinner @ Php 1,500.00 x 25 pax x 4 nights</p>	
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	<p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) Menu is subject to approval of the TPB.</p> <p>13. Travel Insurance Comprehensive travel insurance with COVID-19 coverage for 20 pax</p> <p>14. Photo/video coverage Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a Hard Drive. Should include</p> <ul style="list-style-type: none"> • 3-4 minute editorial event highlight • 300 color-enhanced photos • Raw photos and videos <p>15. Provision of token and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 20 welcome kit/bag from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt, water tumbler with branding of destination - 20 token/destination-based giveaway amounting to PhP 1,200.00/per person. - Should not show tour operator's logo. Subject to TPB's approval <p>16. Onsite-related expense Provision of onsite-related expenses not more than PhP 30,000.00 for coordination meetings, delicacy tasting, load card for TPB personnel, porter fees and other miscellaneous expenses</p> <p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> • Services of a licensed DOT- accredited local English- speaking tour guide • Tour coordinator • Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) • First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) • Stand-by paramedics • Provision of (3) color coded luggage tags per participants 	
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	<ul style="list-style-type: none"> ● Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval ● Provision of drinking water all throughout the program ● Entrance fees/ Environmental fees ● Airport terminal fees ● Porter fees ● Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ● All personnel to be deployed should be fully-vaccinated (tour coordinators, tour guides, drivers, etc.) 	
LOT 2	ILOILO-CAPIZ	Php 1,710,000.00
Site Validation 22-25 November 2022 Number of participants: 3 pax (indicative date)	A. Site Validation (4D/3N) 1. Accommodation Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy Must be located in the city center of Roxas and Iloilo 2. Airline Tickets Preferably Philippine Airlines Multi-city domestic air tickets for 2pax Route: MNL-ILO// RXS-MNL (2 pax) - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund 3. Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) - Airport transfer in and out (Manila for TPB personnel) - Airport transfer in and out (Iloilo & Roxas) for TPB personnel - Tour proper/ Site ocular - One way transfer (Roxas to Iloilo) for DOT personnel Note: Drivers must be fully-vaccinated and must undergo an RT-PCR (Covid 19) test with a negative result within 48 hours 4. Full Board Meals (TPB, LGU and DOT personnel) Provision of AM,PM Snacks, Lunch and Dinner for 4 days for 5 pax amounting to PhP 1,500.00 per day per person	

<p>*****</p> <p>Actual Tour 24-27 January 2023</p> <p>Number of participants: 20 pax (inclusive of DOT and TPB representative s)</p> <p>(indicative date)</p>	<p>5. Travel Insurance Comprehensive travel insurance with COVID-19 coverage for 3 pax (DOT and TPB Personnel)</p> <p>6. Tours and activities Tour program with tour guide/coordinator for 5 pax. Environmental, entrance fees, boat/ferry fees, tour/activity fees should be included</p> <p>7. Onsite-related expense Provision of onsite-related expenses not more than PHP 20,000.00 for coordination meetings, delicacy tasting, load card for TPB personnel, porter fees and other miscellaneous expenses</p> <p>*****</p> <p>B. Actual Tour (5D/4N)</p> <p>8. Accommodation 11 twin sharing Deluxe accommodation at a Business type hotel/resort (if applicable/available) or its equivalent for five (5) days with daily breakfast Must be located in the city center of Roxas and Iloilo</p> <p>9. Airline Tickets Multi-city domestic air tickets for 19 pax Route: PAL/MNL-ILO//RXS-MNL (19 pax) - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund</p> <p>10. Land Transportation Five (5) vans (2018 model or newer) or minibus and with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) - Must cover entire tour proper/program - Additional van for luggage (inclusive of driver and gas, etc.) - Airport transfer in and out (Manila for TPB personnel) - One way transfer (Roxas to Iloilo) for DOT personnel</p> <p>Note: Drivers must be fully-vaccinated and must undergo an RT-PCR (Covid 19) test with a negative result within 48 hours</p> <p>11. Tours and Activities - Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi</p>	
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	<p>(weaving), Halal, Hilot and Hilom to align with the TPB Banner Program.</p> <ul style="list-style-type: none"> - Tour guide per van/mini bus with at least three (3) years of experience (submit the curriculum vitae five (5) days before the actual tour) - Should include boat/ferry fees, entrance fees, environmental fees, porter fees and other miscellaneous fees <p>12. Meals</p> <p>Incentivized lunch or dinner with cultural and musical entertainment, especially for welcome lunch, Day 2 Dinner and farewell dinner.</p> <p>Breakdown of meals: AM Snacks @ Php 500.00 x 25 pax x 5 days PM Snacks @ Php 500.00 x 25 pax x 5 days Lunch @ Php 1,500.00 x 25 pax x 5 days Dinner @ Php 1,500.00 x 25 pax x 4 nights</p> <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer. Menu is subject to approval of the TPB.</p> <p>13. Travel Insurance</p> <p>Comprehensive travel insurance with COVID-19 coverage for 20 pax</p> <p>14. Photo/video coverage</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a Hard Drive. Should include</p> <ul style="list-style-type: none"> ● 3-4 minute editorial event highlight ● 300 color-enhanced photos ● Raw photos and videos <p>15. Provision of token and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 20 welcome kit/bag from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt, water tumbler with branding of destination - 20 token/destination-based giveaway amounting to PhP 1,200.00/per person. - Should not show tour operator's logo. Subject to TPB's approval 	
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	<p>16. Onsite-related expense</p> <p>Provision of onsite-related expenses not more than PHP 30,000.00 for coordination meetings, delicacy tasting, load card for TPB personnel, porter fees and other miscellaneous expenses</p> <p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> • Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide) • Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) • First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) • Stand-by paramedics • Provision of (3) color coded luggage tags per participants • Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval • Provision of drinking water all throughout the program • Entrance fees/ Environmental fees • Airport terminal fees • Porter fees • Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) • All personnel to be deployed should be fully-vaccinated (tour coordinators, tour guides, drivers, etc.) 	
LOT 3	Cagayan De Oro - Camiguin	Php 1,694,000.00
<p>Site Validation 16-19 November 2022 Number of participants: 3 pax (indicative date)</p>	<p>A. Site Validation (4D/3N)</p> <p>1. Accommodation Room accommodation for 3 pax at Business category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy</p> <p>2. Airline Tickets Preferably Philippine Airlines Roundtrip domestic air tickets for 2 pax Route: MNL-CGY-MNL - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund</p>	

<p>*****</p> <p>Actual Tour 10-14 January 2023</p> <p>Number of participants: 20 pax (inclusive of DOT and TPB representative s)</p> <p>(indicative date)</p>	<p>3. Land Transportation One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees)</p> <ul style="list-style-type: none"> - Airport transfer in and out (Manila for TPB personnel) - Airport transfer in and out (Cagayan de Oro) - Tour proper/ Site ocular <p>Note: Drivers must be fully-vaccinated and must undergo an RT-PCR (Covid 19) test with a negative result within 48 hours</p> <p>4. Full Board Meals (TPB, LGU and DOT personnel) Provision of AM,PM Snacks, Lunch and Dinner for 4 days for 5 pax amounting to PhP 1,500.00 per day per person</p> <p>5. Travel Insurance Comprehensive travel insurance with COVID- 19 coverage for 3 pax (DOT and TPB Personnel)</p> <p>6. Tours and activities Tour program with tour guide/coordinator for 5 pax. Environmental, entrance fees, boat/ferry fees, tour/activity fees should be included</p> <p>7. Onsite-related expense Provision of onsite-related expenses not more that PhP 20,000.00 for coordination meetings, delicacy tasting, load card for TPB personnel, porter fees and other miscellaneous expenses</p> <p>*****</p> <p>B. Actual Tour (5D/4N).</p> <p>8. Accommodation 11 twin sharing deluxe accommodation at a Business-type hotel/resort (if applicable/available) or its equivalent for five (5) days with daily breakfast</p> <p>9. Airline Tickets Preferably Philippine Airlines Roundtrip domestic air tickets for 20 pax Route: MNL-CGY-MNL</p> <ul style="list-style-type: none"> - 20 kilograms' baggage allowance - Must be rebookable, refundable or can be converted into travel fund 	
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	<p>10. Land Transportation</p> <p>Five (5) vans (2018 model or newer) or minibus and with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees)</p> <ul style="list-style-type: none"> - Must cover entire tour proper/program - Additional van for luggage (inclusive of driver and gas, etc.) - Airport transfer in and out (Manila for TPB personnel) <p>Note: Drivers must be fully-vaccinated and must undergo an RT-PCR (Covid 19) test with a negative result within 48 hours</p> <p>11. Tours and Activities</p> <ul style="list-style-type: none"> - Incentivized, interactive and experiential tour offerings in the identified destination and product circuits with a focus on Habi (weaving), Hilot and Hilom to align with the TPB Banner Program. - Tour guide per van/minibus with at least three (3) years of experience (submit the curriculum vitae five (5) days before the actual tour) - Should include boat/ferry fees, entrance fees, environmental fees, porter fees and other miscellaneous fees <p>12. Meals</p> <p>Incentivized lunch or dinner with cultural and musical entertainment, especially for welcome lunch, Day 2 Dinner and farewell dinner.</p> <p>Breakdown of meals:</p> <p>AM Snacks @ Php 500.00 x 25 pax x 5 days PM Snacks @ Php 500.00 x 25 pax x 5 days Lunch @ Php 1,500.00 x 25 pax x 5 days Dinner @ Php 1,500.00 x 25 pax x 4 nights</p> <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer. Menu is subject to approval of the TPB.</p> <p>13. Travel Insurance</p> <p>Comprehensive travel insurance with COVID-19 coverage for 20 pax</p> <p>14. Photo/video coverage</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the tour</p>	
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	<p>and to provide a consolidated output stored in a Hard Drive. Should include</p> <ul style="list-style-type: none"> • 3-4 minute editorial event highlight • 300 color-enhanced photos • Raw photos and videos <p>15. Provision of token and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 20 welcome kit/bag from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt, water tumbler with branding of destination - 20 token/destination-based giveaway amounting to PhP 1,200.00/per person. - Should not show tour operator's logo. Subject to TPB's approval <p>16. Onsite-related expense</p> <p>Provision of onsite-related expenses not more than PhP 30,000.00 for coordination meetings, delicacy tasting, load card for TPB personnel, porter fees and other miscellaneous expenses</p> <p><u>Others Requirements:</u></p> <ul style="list-style-type: none"> • Services of a licensed DOT- accredited local English- speaking tour guide • Tour coordinator • Provision of itinerary booklet and Directory of Participants and TPB Officials (Content and design subject to approval of TPB) • First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) • Stand-by paramedics • Provision of (3) color coded luggage tags per participants • Provision of banners (for group picture) and appropriate bus signage, design/ specs subject to TPB's approval • Provision of drinking water all throughout the program • Entrance fees/ Environmental fees • Airport terminal fees • Porter fees • Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) 	
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	<ul style="list-style-type: none"> • All personnel to be deployed should be fully-vaccinated (tour coordinators, tour guides, drivers, etc.) 	
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III. OTHER TERMS AND CONDITIONS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. 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. Total cost should be based on actual expense.
4. The requirement for the RT-PCR Test is a mandatory part of the proposal whether the LGUs require or no longer require a negative RT-PCR test in their borders. However, bidders are required to provide a detailed budget breakdown and billing based on the actual expense of the tour.
5. 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.
6. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.

IV. QUALIFICATION OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Must show proof that the bidder had handled three (3) or more group tours in the lot being bidden for the past three (3) years from the date of the opening of bids
3. 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 2019 – 2021;
4. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate; and

V. TERMS OF PAYMENT

PARTICULARS/MILESTONES	TERMS OF PAYMENT
LOT 1: BATANES	
1st tranche <i>Completion of Site Validation and submission of proof corresponding documentary requirements</i>	<i>30% of the total contract price</i>
2nd tranche <i>Submission of proof of reservation of accommodation, transportation, guides, activities, etc. of actual trip</i>	<i>35% of the total contract price</i>
3rd tranche <i>Completion and full completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements</i>	<i>35% of the total contract price</i>

TOTAL CONTRACT PRIZE (100%) (inclusive of service charge and all applicable taxes)	<u>PhP 1,810,500.00</u>
LOT 2: ILOILO-CAPIZ	
1st tranche Completion of Site Validation and submission of proof corresponding documentary requirements	30% of the total contract price
2nd tranche Submission of proof of reservation of accommodation, transportation, guides, activities, etc. of actual trip	35% of the total contract price
3rd tranche Completion and full completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	35% of the total contract price
TOTAL CONTRACT PRIZE (100%) (inclusive of service charge and all applicable taxes)	<u>PhP 1,710,000.00</u>
LOT 3: CAGAYAN DE ORO - CAMIGUIN	
1st tranche Completion of Site Validation and submission of proof corresponding documentary requirements	30% of the total contract price
2nd tranche Submission of proof of reservation of accommodation, transportation, guides, activities, etc. of actual trip	35% of the total contract price
3rd tranche Completion and full completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	35% of the total contract price
TOTAL CONTRACT PRIZE (100%) (inclusive of service charge and all applicable taxes)	<u>PhP 1,694,000.00</u>

Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

Note: The bidder should have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.

VI. APPROVED BUDGET FOR THE CONTRACT

LOT 1: ONE MILLION EIGHT HUNDRED TEN THOUSAND PESOS (PhP 1,810,000.00)
inclusive of applicable taxes and fees

LOT 2: ONE MILLION SEVEN HUNDRED TEN THOUSAND PESOS PESOS (Php 1,710,000.00) inclusive of applicable taxes and fees

LOT 3: NINE HUNDRED SIX HUNDRED NINETY-FOUR THOUSAND PESOS (Php 1,694,000.00) inclusive of applicable taxes and fees

VII. CONTACT PERSON

CESAR R. VILLANUEVA

Acting Chief

Domestic Promotions Department

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For Lot 1 (Batanes):

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Project Officer

Domestic Promotions Department

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For Lot 2 (Iloilo-Roxas):

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Project Officer

Domestic Promotions Department

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For Lot 3 (CDO-Camiguin):

AARON A. ALARIN

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