

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR TOURISM PROMOTIONS BOARD (TPB) MEMBERSHIP PROGRAM'S CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY

Last quarter of 2022 (Indicative Date: 29-30 November 2022)

Mt. Purro Nature Reserve, Antipolo

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.

Additionally, the Tourism Promotions Board (TPB), in its commitment of pursuing green and sustainable tourism, has started conducting its Corporate Social Responsibility (CSR) Program in 2015, with the aim of creating deeper environmental awareness and assisting communities as partners in spreading sustainable tourism.

As an institution engaged in the promotion of tourism, TPB also needs to balance its role by participating in activities that will help maintain and restore the natural characteristics of our environment. Furthermore, the TPB Membership Program proposes to include a CSR activity to its members. This type of program will be a new activity for the members to counter the carbon footprints in tourism and advocate environmental restoration.

The TPB Membership Program intends to plant native tree seedlings for this year and maintain the caring and nurturing of the seedlings in the next 2 years in Mount Purro. Mount Purro is a part of the Sierra Madre Mountain Range, an ancestral domain of Dumagats. It is the backbone of the island of Luzon, stretching more than 540 km from north to south. It is a priceless patch of biodiversity, a diverse habitat of ancient forests and animals found nowhere else on the planet. The range that looms at the edges of the Manila horizon has historically shielded millions of urban dwellers from the very worst weather generated in the Pacific Ocean. Its forests have absorbed rain from countless typhoons, preventing flooding in Metro Manila.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for its members' Corporate Social Responsibility (CSR) activity.

II. OBJECTIVES

1. Engage TPB members to take part in activities that aim to foster green and environmental awareness and provide assistance to communities as partners in spreading sustainable tourism;
2. To help mitigate the adverse effects of tourism on the environment by planting native tree seedlings;
3. To inspire other tourism stakeholders and partners to participate in similar projects to help maintain the natural characteristics of our environment (leading by example); and
4. To reinforce the commitment of TPB members as ambassadors of green and sustainable tourism

III. SCOPE OF WORK/SERVICES

Accommodation	<ul style="list-style-type: none">• 20 twin sharing room with breakfast (separate beds)• Must be located in Mt. Purro Nature Reserve
Land Transportation	<p><u>One (1) unit of Bus</u></p> <ul style="list-style-type: none">• Must be at least 2018 or not more than 5-years old; Adequate to transport 40-45 persons with luggage and driver• Inclusive of fuel, driver, toll, parking, and other related expenses• Inclusive of driver accommodation, meals and other expenses• Reimbursement of TPB personnels' Grab/Taxi (Residence-TPB office-Residence) <p>Itinerary: Day 1: TPB Office– Mt. Purro Nature Reserve Day 2: Mt. Purro Nature Reserve - TPB Office</p>
Meals	<p>Day 1:</p> <ul style="list-style-type: none">• Heavy breakfast meal with beverage for 40 pax• PM Snacks for 40 pax• Lunch set or buffet with one (1) round of softdrinks or juice for 40 pax• Incentivized dinner buffet one (1) round of softdrinks or juice for 40 pax <p>Day 2:</p> <ul style="list-style-type: none">• Heavy breakfast meal with beverage for 40 pax• AM Snacks with beverage for 40 pax

	<ul style="list-style-type: none"> • Lunch set/buffet with one (1) round of soft drinks or juice for 40 pax • PM Snacks for 40pax (on board) <p>*Menu to be approved by the TPB</p> <p>*Should include chips, candies/mint, distilled or purified drinking water onboard.</p>
CSR Welcome Kit and Souvenir	<p><u>CSR Welcome Kit for 40 pax</u></p> <ul style="list-style-type: none"> • Disposable raincoat, mosquito repellent, tissue, wet tissue, isopropyl alcohol spray, planting gloves, masks • Program drift t-shirt and compact microfiber face towel <p><i>*Supplier to provide proposed design subject to TPB's approval</i></p> <p><u>Program Souvenir for 40 pax</u></p> <ul style="list-style-type: none"> • Sustainable/eco-friendly and/or destination-based program souvenir amounting to Php 950.00 per head (designs subject to TPB's approval)
Incentivized tours and activities	<ul style="list-style-type: none"> • Inclusion of community tour guides (1 guide for every 10 participants) and gratuity/tip • Reforestation activities (Seed potting, tree planting, tree care maintenance) • Interaction with Dumagats • Cooking demo (delicacy or local dish) • Tea/coffee brewing or cocktail making demo (with seed-saving and wellness workshop preferred but not required) • Provision of program banner <p><i>*Proposed program should be aligned with TPB Banner Programs: Habi, Halal and Hilom</i></p>
Photo/Video Coverage	<ul style="list-style-type: none"> • Program photo and video coverage for 1 ½ days with the following output: <ul style="list-style-type: none"> ✓ 200-250 color-enhanced photos ✓ 1-2 minutes event highlight video (short version for pre-events) ✓ Submission of raw videos and photos
Travel Insurance	<ul style="list-style-type: none"> • Travel insurance with COVID-19 coverage of all the participants (40 pax)

On-site related expense	<ul style="list-style-type: none"> • Provision of incidental and other miscellaneous expenses amounting to PhP 20,000.00 (additional participants, equipment rental, communication expense, coordination meetings and other expenses)
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IV. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC or DTI;**
- 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**
- Must be DOT-accredited tourism establishment. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;**
- Must have rebooking, transferable or refundable policies. **Required to submit a notarized certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.**

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Seven Hundred Eighteen Thousand Pesos Only (PhP 718,000.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment will be on send-bill arrangement to the Tourism Promotions Board (TPB) with a 30-day payment term from the receipt billing. Full payment upon completion of the requirements stipulated in the technical specifications.

VII. CONTRACT DURATION

Shall commence from the acceptance of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

VIII. PROJECT OFFICER'S CONTACT INFORMATION

RONILEEN RAE T. BAUTO

Domestic Promotions Department

ronileen_bauto@tpb.gov.ph