

TECHNICAL SPECIFICATIONS

SERVICES OF TOUR OPERATOR FOR THE KEY OPINION LEADERS (KOLS) / MEDIA FAMILIARIZATION TOUR

Indicative Date: 17 – 22 November 2022

Destination: Manila, Coron and environs

I. Background

DOT Taiwan/TPB is organizing a familiarization for Taiwanese KOLs/Media to Manila, Coron and the environs scheduled on 17-22 November 2022.

Target Participants (6 KOLs Manila-Coron). DOT/TPB is planning to invite Key Opinion Leaders (KOLs) with followers between 50k-100k on YouTube, Facebook, and Instagram.

II. Objectives

- To stay relevant in the market through Key Opinion Leaders (KOLs). Philippine tourism should remain top of mind among the Taiwanese thru KOLs who will provide the narratives of their post-pandemic fun experience in the Philippines;
- Offer new perspectives on destinations and experiences, shift negative unpleasant images resulting from the mainstream media highlighting COVID-19 in the Philippines;
- Provide Philippines tourism with a wider and sustainable media exposure on various social media channels/platforms;
- Expand further connections with the Taiwanese press, bloggers, and influencers who will be advocates of Philippine tourism making our stories, fun experiences and messages noticed by our target market; and
- Contribute to market recovery.

III. Scope of Work/Services

- The project requires the services of a tour operator who will help and assist in the implementation of the said fam tour, based on the rough itinerary prepared by TPB.
- The trip will be participated by 6 KOLs/Media influencers, 1 DOT Taiwan staff and 1 TPB Project Officer.
- Secured sponsorship or discounted rates should be deducted to total expenses.
- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

DELIVERABLES	SPECIFICATIONS
I. INTERNATIONAL AIR TICKETS AND TAX/SURCHARGE	
1. 6 KOLs/Media influencers, 1 DOT Taiwan staff	Taipei-Manila-Taipei a. Taipei-Manila – 17 November 2022

Duration: 17-22 November 2022	b. Manila-Taipei – 22 November 2022
II. TRAVEL INSURANCE	Travel insurance with COVID-19 coverage worth Php1 Million/pax
III. DOMESTIC AIR TICKETS AND 10 KILOS EXTRA LUGGAGE	Manila-Coron-Manila (8 pax)
IV. VISA FEES	6 KOLs/Media – Php14,896.80
V. ACCOMMODATION	
1. Manila Duration: 3 days and 2 nights (17-19 November 2022)	<p>a. Must be located within the New Port Area</p> <p>b. Hotels used for the tours should be DOT-accredited</p> <p>c. Deluxe / 4 to 5-star category with upscale facilities</p> <p>d. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary)</p> <p>e. Can accommodate the following requirements:</p> <ul style="list-style-type: none"> • Single rooms for 8 pax in a deluxe category <p>f. Can provide a one-hour spa/massage service for 8 pax</p> <p><i>Preferred hotels are Marriott Hotel, Sheraton Hotel and Okura Hotel</i></p>
2. Coron Duration: 4 days and 3 nights (19-22 November 2022)	<p>a. Hotels/resorts used for the tours should be DOT-accredited</p> <p>b. Deluxe / 4 to 5-star category with upscale facilities</p> <p>c. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary)</p> <p>d. Can accommodate the following requirements:</p> <ul style="list-style-type: none"> • Single rooms for 8 pax in a deluxe category <p>e. Can provide a one-hour spa/massage service for 8 pax</p> <p><i>Preferred hotels/Resorts are Two Season Coron Bayside Hotel, Busuanga Bay Lodge, Coron Westown Resort and The Funny Lion</i></p>
TRANSPORTATION	
i. 6 KOLs/Media influencers, 1 DOT Taiwan staff and 1 TPB Project Officer	<p>a. One (1) unit van</p> <p>b. Air-conditioned</p>

Duration: 17-22 November 2022	c. 10 seaters plus luggage and comfortable chair for a long travel d. 2018 model or newer e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary f. Provide pick-up and drop-off of passengers <ul style="list-style-type: none"> • Airport to hotel/resort • Hotel/resort to airport • Transport to, from, and around Manila, Coron and environs (please refer to the attached itinerary) g. Onboard comprehensive insurance h. Must be DOT-accredited
TOUR ACTIVITIES	
i. Manila City Tour ii. Coron Tour Please refer to the attached itinerary	Manila City Tour with DOT-accredited Mandarin-Speaking Tour Guide for 2 days Coron Tour with Mandarin-Speaking Tour Guide for 3 days Requirements: a. At least three (3) years of experience b. Must be fluent and conversant in English and Mandarin c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group d. Should have a strong sense of Philippine history, culture, art, tradition, and current events.
MEALS	
1. Welcome dinner with program for 10 pax	a. Welcome buffet dinner for 8 pax
2. Coron Duration: 17, 18, 19 and 20 November 2022	a. Buffet lunch for 8 pax b. Buffet dinner for 8 pax
3. Manila Duration: 20-22 November 2022	a. Buffet lunch for 8 pax b. Buffet dinner for 8 pax
The service charge for the tour operator	The service charge for the tour operator
*Meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer	
*Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, diabetic, food allergies, etc.)	
VI. MISCELLANEOUS EXPENSES	Php35,000.00

(communication, snacks on the road, coordination meetings, supplies, contingency test, RT-PCR test, and other on-site & administrative expenses.)	
OTHER REQUIREMENTS	
- Provision of travel kits for all the participants and officials	a. Cold towels and bottled water on board the vehicle b. Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the entire trip, wet wipes, tissue, sunscreen, and mosquito repellent lotion. c. First aid kit during tours and on vehicles with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc.) d. Provision of raincoats and golf umbrellas in case of rain
- Provision of materials needed as reference	a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials to all participants. (Content and design subject to the approval of TPB) b. Provision of signages/banners (Design subject to the approval of TPB)
- Inclusion of all entrance, environmental, and other applicable fees	
- Provision for onsite related expenses as the need arises worth PhP50,000.00	
- Comprehensive travel insurance with COVID-19 coverage throughout the trip	
- RT-PCR or Antigen Tests should this be required and unless TPB may provide	

Other technical requirements:

- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.
- Properties must observe IATF health and safety protocols for COVID-19 prevention

IV. Qualification of Bidders

- Must be a DOT-accredited tour operator company.
- Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids.

V. Approved Budget for the Contract (ABC)

- Approved Budget for the Contract is **SEVEN HUNDRED FIFTY-SIX THOUSAND SIX HUNDRED NINETY-FOUR AND 40/100 CENTAVOS PESOS ONLY (PhP756,694.40)** inclusive of all applicable fees and taxes.

VI. Terms of Payment

- Send bill arrangement to the TPB after the full completion of requirements. Payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing. (Must be based on the actual number of participants).
- Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

Please send the billing statement to:

MS. MICAELA B. OCHOA

Acting Head, ASEAN and the Pacific Division

International Promotions Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

VII. Project Officer / Contact Person

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