

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC TOURISM INVITATIONAL PROGRAM - NEWLY DEVELOPED TOURISM CIRCUIT MISAMIS OCCIDENTAL PHASE 2

I. BACKGROUND

The government remains committed to its careful slow but sure approach in reopening the tourism industry amidst current public health concerns. To realize this, strict compliance with the protocols from tourism industry partners is expected, and one of the various measures is to jumpstart tourism in order to regain the visitors' confidence.

As an approach to recovery, the Tourism Promotions Board (TPB), shall conduct this year a series of familiarization trips under the TPB's Philippine Tourism Influencers Program (PTIP) to be participated by media, bloggers, influencers, travel tour operators, and travel agents. The main objective is for the participants to market and promote the tourism destinations that have already adapted the health and safety protocols under the new normal.

The promotion and marketing efforts will be focused on showcasing new destinations and product circuits that are resilient, inclusive, sustainable, and engaging to include weaving (Habi), wellness (Phil. Hilot), culinary and Halal.

II. OBJECTIVES

Specifically, the Domestic Invitational Program aims to:

1. To rebuild the confidence of the public to travel Domestically
2. To showcase new destinations and tourism product circuits that are resilient, inclusive, sustainable, and engaging.
3. To market and promote the newly developed tourism circuit that is ready to accept visitors including Tourism Promotions Board (TPB) banner tourism products on Habi (weaving), Hilot (wellness), Hilom, and Halal through tourism influencers (media, bloggers, vloggers) and selected travel and tour operators.

III. SCOPE OF SERVICES

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 identified requirements below:

ITEM	<u>PARTICULARS</u>	ABC
<p>MISAMIS OCCIDENTAL November 9-13, 2022 (5D/4N) indicative date</p>	<p><u>Number of participants:</u> 25 pax per module (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 10 pax per module</p> <p>Transportation: Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.)</p> <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper from Day 01 to end <p><i>Note: Drivers must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the tour</i></p> <p>Provision of 25 Domestic Air-tickets (round trip) with 20 kilos baggage allowance (rebookable and refundable) <i>Note: airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure."</i></p> <p>Room Accommodation at 20 rooms with deluxe category (if applicable/available) or its equivalent for four (4) nights based on single occupancy (if available) and or double occupancy with breakfast.</p> <p>Incentivized Lunch and Dinner with cultural and musical entertainment including am and pm snack amounting to PhP2,000.00 per pax per day.</p>	<p>PhP1,000,000.00</p>

	<p>Networking Lunch (to be determined by LGU) for 50 pax amounting to PhP1,000.00 per pax</p> <p><i>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks or beverage</i></p> <p>Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) (ratio 1 coordinator per 10 participants)</p> <p>Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)</p> <p>Provision of Incentivized Tour Kit coming 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 with branding of destination (design subject to approval of TPB)</p> <p>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.)</p> <p>Provision of Stand-by paramedics at identified allocation</p> <p>Provision of (3) color-coded luggage tags per participants</p> <p>Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest coming from the local community and sustainable without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 000 per pax.</p> <p>Incentivized Tour Activities covering Island Hopping Activities, Adventure Activities, wellness activities, and pilgrimage tours.</p>	
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	<p>Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 tpb copies after the tour module and one (1) external hard drive(subject for approval of TPB)</p> <p>All assigned personnel of the service provider should have a Covid-19 <i>Antigen Test (COVID-19)</i> <i>within 24 hours before the tour</i> with COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)</p> <p>Provision of snacks on board, cold towels and drinking water inside the tumbler</p> <p>Services of a DOT-accredited local or Regional Tour Guide (Ratio 5 pax = 1 Tour Guide)</p> <p>Provision of Covid-19 Antigen test as maybe required by the LGU</p> <p>Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP100,000.00</p>	
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IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

November 09-13, 2022

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at **no additional cost**.
3. Willing to provide services on a "send-bill" arrangement.
4. 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.

5. ***Tour activities and/or schedules/dates may still be changed*** based on recommendations from the DOT Regional Office and IATF orders on local travel restrictions.
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***.
7. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least three (3) years.
8. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VI. CONTRACT DURATION

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

VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the full/completion of the requirements. One-time engagement, payment will be paid thirty (30) days upon receipt of the Statement of Account (SOA) or Billing.

NOTE: The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. APPROVED BUDGET FOR THE CONTRACT

The total approved budget is **ONE MILLION PESOS ONLY (PhP1,000,000.00)** inclusive of all applicable taxes and fees.

XI. CONTACT INFORMATION

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