

## **TECHNICAL SPECIFICATIONS**

### **SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TRAVEL EXCHANGE (PHITEX) PRE AND POST-TOUR 2022**

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#### **I. BACKGROUND**

The Philippine Travel Exchange is the country's biggest, government-organized travel trade event.

Established in 1996, the event host qualifies buyers from all over the world to participate in tabletop business appointments with Philippine sellers and experience Philippine tourism destinations through pre/post tours with an end goal of increasing tourist arrivals and receipts in the country.

PHITEX has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

The TPB shall bid out the requirements of tour operator services which shall be opened for public bidding for qualified service providers based on six (6) lots identified below.

#### **II. OBJECTIVES**

- A. Provide venue for foreign buyers of newly developed tourism circuits and travel products of the Philippines
- B. Communicate to the Global Market that tourism in the Philippines is safe and is flourishing with its new product offerings; and
- C. Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country;

### III. SCOPE OF SERVICES

LOT	DESTINATION/COVERAGE	ABC
<b>LOT A</b>  <b>Day Tour</b> <b>A. PRE-TOUR in</b> <b>MANILA</b>  <b>October 18,</b> <b>2022 (indicative</b> <b>date)</b>	<p><u>Number of participants:</u> 50 pax (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 20 pax during Pre-Tour</p> <p><u>Transportation during Pre-Tour</u>  Two (2) minibus with driver (inclusive of gas, parking fees and overtime fees.)</p> <ul style="list-style-type: none"> <li>- Pick-up and drop at the venue hotel</li> <li>- Tour proper</li> </ul> <p>1 back-up van during the tour</p> <p><u>Tour Activities inside the wall</u>  <b>20 Bambikes (Individual)</b>  Note: Every 5 Bambikes equivalent should be provided with one (1) DOT Accredited Tour Guide</p> <ul style="list-style-type: none"> <li>▪ <b>15 Kalesa</b> (can accommodate 3 pax excluding DOT Accredited Tour Guide)</li> <li>▪ Incentive, interactive and experiential tours and activities (subject to approval of TPB)</li> <li>▪ <b>Major routes</b> are the following:  Fort Santiago Tour  Museo De Intramuros  Distillery Museum with wine tasting  Casa Manila  San Agustin Church</li> <li>▪ <b>Incentivized am snack, lunch and pm snack, Dinner</b> with cultural and musical entertainment for pre-tour</li> </ul> <p><i>Note: am and pm snacks including lunch and dinner with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and or any</i></p>	<b>Php960,400.00</b>

	<p><i>cocktail drinks during pre-tour.</i></p> <ul style="list-style-type: none"> <li>▪ 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, <b>tour shirt with branding of destination</b> (design subject to approval of TPB)</li> <li>▪ Provision of token and giveaways (sourced from TPB’s SCBT Program beneficiaries) amounting to PhP2, 000 per pax.</li> <li>▪ Provision of snacks on board, cold towels, and water inside the tumbler</li> <li>▪ <b>Services of a DOT-accredited Tour Guides</b>  6 Bambike Tour Guides (Ratio: 1 Tour Guide = 5 tourist)  15 Kalesa Tour Guides (Ratio: 1 Tour Guide = 2-3 tourist per kalesa)  3 On Board Tourist Guide (Ratio: 1 Tour Guide = Max of 20 Tourist)</li> <li>▪ At least three (3) Tour coordinators with at least three (3) years of experience (submit the curriculum vitae as part of bid proposal)</li> </ul>	
<p><b>B. Shopping and PUB CRAWL</b></p> <p><b>October 21, 2022</b>  <i>(indicative date)</i></p>	<p><u>Number of participants:</u> 20 pax (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 10 pax during SHOPPING and PUB CRAWL</p> <p><i>Note: Must allow cancellation of shopping and pub crawl tour. In the event that number of participants will be lower than ten (10) pax, TPB shall cancel three weeks before the tour.</i></p>	

	<ul style="list-style-type: none"> <li>▪ <b>Transportation</b> 1 coaster good for 20 pax 1 back up van during the tour</li> <li>▪ <b>Incentivized pm snack</b> in Marikina</li> <li>▪ <b>Dinner at the Hotel</b> where the guest is check-in</li> <li>▪ <b>Bars to visit</b> are the following: Agimat at Ugat Foraging Bar and Kitchen Z Hostel Roofdeck Dr. Wine Manila Firefly Roofdeck/Anti-dote (roof deck of I'm Hotel)</li> <li>▪ <b>BGC:</b> Tap Station Revel</li> <li>▪ <b>Ortigas</b> Sky High Bar VU's Bar</li> </ul>	
<b>C. GENERAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ All assigned personnel of the tour operator should be fully vaccinated with at least one (1) booster shot and shall undergo anti-gen test a day before the tour.</li> <li>▪ First Aid Kit on board the tour vehicle with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Stand-by paramedics in areas to be visited.</li> <li>▪ Provision of banners (for group picture) and appropriate bus signage, design/specs c/o supplier, subject to TPB's approval</li> <li>▪ Provision of 1 professional videographer and 1 professional photographer to cover the</li> </ul>	

	<p>tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module (subject for approval of TPB Project Officer).</p> <ul style="list-style-type: none"> <li>▪ Applicable Entrance Fees</li> <li>▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> <li>▪ Provision for on-site related expenses as the need arises amounting to PhP50,000.00</li> </ul>	
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LOT	DESTINATION/COVERAGE	ABC
<b>LOT B:</b> <b>CEBU-BOHOL</b>  <b>(5D/4N)</b> <b>October 21-25,</b> <b>2022 (indicative</b> <b>date)</b>	<p><u>Number of participants:</u> 15 pax (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 8 pax per module</p> <ul style="list-style-type: none"> <li>▪ Transportation: Five (5) van (2018 model or newer) or mini bus per module with driver (inclusive of gas and parking fees.)</li> </ul> <p>Additional van for luggage per module (inclusive of driver and gas)  Note: Drivers must undergo an RT-PCR (Covid 19) test 48 hours before the tour</p> <p>o</p> <ul style="list-style-type: none"> <li>▪ Provision of Domestic Air-ticket (round trip) with 20 kilos baggage allowance (rebookable and refundable)</li> <li>▪ Comprehensive Travel Insurance with COVID-19 coverage worth P1M per pax.</li> <li>▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy</li> </ul>	<b>PhP1,842,400.00</b>

	<ul style="list-style-type: none"> <li>▪ Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.</li> <li>▪ Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner)</li> </ul> <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</p> <ul style="list-style-type: none"> <li>▪ Tour coordinators with at least three (3) years of experience (submit the curriculum vitae as part of bid proposal)</li> <li>▪ Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to the approval of TPB Project Officer)</li> <li>▪ 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)</li> <li>▪ First Aid Kit on board the tour vehicle with essential medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ Stand-by paramedics in areas to be visited.</li> <li>▪ Provision of (3) sets color-coded luggage tags per participants</li> <li>▪ <b>Provision of token and destination-based giveaways</b> including (1) welcome gift and (4) pillow gifts for each guest without showing tour operator's logo and subject to TPB's approval amounting to PhP2,000 per pax.</li> <li>▪ Provision of banners (for group picture) and appropriate bus signage, design/specs c/o supplier, subject to TPB's approval</li> <li>▪ 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 after the tour module (subject for approval of TPB Project Officer)</li> <li>▪ Provision of snacks on board, cold towels and water inside the tumbler</li> <li>▪ Services of three (3) DOT-accredited Regional Tour Guide</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Airport Terminal Fees</li> <li>▪ Porter Fees</li> <li>▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> <li>▪ Provision for on-site related expenses amounting PhP50,000.00</li> </ul>	
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LOT	DESTINATION/COVERAGE	ABC
<b>LOT C:</b> <b>DAVAO REGION</b>  <b>(5D/4N)</b> <b>October 21-25,</b> <b>2022 (indicative</b> <b>date)</b>	<p><u>Number of participants:</u> 15 pax (inclusive of TPB and DOT Regional Office representatives)</p> <p><u>Minimum pax guarantee:</u> 8 pax per module</p> <ul style="list-style-type: none"> <li>▪ Transportation: Five (5) van (2018 model or newer) or mini bus per module with driver (inclusive of gas and parking fees.)</li> <li>Additional van for luggage per module (inclusive of driver and gas) Note: Drivers must undergo an RT-PCR (Covid 19) test 48 hours before the tour</li> <li>▪ Provision of Domestic Air-ticket (round trip) with 20 kilos baggage allowance (rebookable and refundable)</li> <li>▪ Comprehensive Travel Insurance with COVID-19 coverage worth P1M per pax.</li> <li>▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy</li> <li>▪ Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.</li> <li>▪ Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner)</li> </ul> <p>Note: Lunch and Dinner all throughout the</p>	<b>PhP1,583,400.00</b>



	<p>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</p> <ul style="list-style-type: none"> <li>▪ Tour coordinators with at least three (3) years of experience (submit the curriculum vitae as part of bid proposal)</li> <li>▪ Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to approval of TPB Project Officer)</li> <li>▪ 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)</li> <li>▪ 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.)</li> <li>▪ <b>Stand-by paramedics</b> in areas to be visited.</li> <li>▪ <b>Provision of (3) sets of color-coded luggage tags</b> per participants</li> <li>▪ <b>Provision of token and destination-based giveaways</b> including (1) welcome gift and (4) pillow gifts for each guest without showing tour operator's logo and subject to TPB's approval amounting to PhP2,000 per pax.</li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ Provision of banners (for group picture) and appropriate bus signage, design/specs c/o supplier, subject to TPB's approval</li> <li>▪ 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 after the tour module (subject for approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</li> <li>▪ Provision of snacks on board, cold towels and water inside the tumbler</li> <li>▪ Services of three (3) DOT-accredited Regional Tour Guide</li> <li>▪ Provision of RT PCR (covid test)/ or antigen test</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Airport Terminal Fees</li> <li>▪ Porter Fees</li> <li>▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</li> <li>▪ Provision for on-site related expenses amounting Php50,000.00</li> </ul>	
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#### PROJECT IMPLEMENTATION SCHEDULE

LOT	DESTINATION/COVERAGE	INDICATIVE DATES OF IMPLEMENTATION
A	PRE-TOUR IN MANILA	October 18, 2022
	SHOPPING AND PUB CRAWL	October 21, 2022
B	CEBU-BOHOL	October 21-25, 2022
C	DAVAO REGION	October 21-25, 2022

## 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 typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.
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 on 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. Valid Department of Tourism (DOT) Certificate of Accreditation.

## 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 upon receipt of Statement of Account or Billing.

LOT NO.	DESTINATION/COVERAGE	TERMS
A	PRE-TOUR IN MANILA	Supplier will be paid once the Travel was completed
	SHOPPING AND PUB CRAWL	
B	CEBU-BOHOL	
C	DAVAO REGION	

Note: The bidders are encouraged to have a Landbank account. Payment will be made through Land Bank of the Philippines bank deposit. Otherwise, bank charges will be shouldered by the service provider.

## APPROVED BUDGET FOR THE CONTRACT

**FOUR MILLION THREE HUNDRED EIGHTY-SIX THOUSAND TWO HUNDRED PESOS ONLY (PhP4,386,200.00)** inclusive of all applicable tax and fees.

<b>LOT NO.</b>	<b>DESTINATION/COVERAGE</b>	<b>ABC (PhP)</b>
A	PRE-TOUR IN MANILA	PhP960,400.00
	SHOPPING AND PUB CRAWL	
B	CEBU-BOHOL	PhP1,842,400.00
C	DAVAO REGION	PhP1,583,400.00
	<b>TOTAL AMOUNT</b>	<b>PhP4,386,200.00</b>

#### **CONTRACT DURATION**

Shall commence from the issuance of Notice to Proceed until full and complete delivery of the requirements.

#### **CONTACT INFORMATION**

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