

ANNEX C:
TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF
TPB/DOT KOREA – SERIES OF TRAVEL TRADE AND MEDIA
FAMILIARIZATION TOUR REQUIREMENTS

1. BACKGROUND

As part of the market recovery and as Korea goes thru the endemic stage of the Corona virus, The Philippine Department of Tourism – Korea (PDOT) requested the Tourism Promotions Board (TPB) for the conduct of TPB/DOT Korea – Series of Travel Trade and Media Familiarization Trips to feature popular destinations amongst Koreans and with direct flight from Incheon such as Manila and Environs, Bohol, Boracay, and Cebu.

PDOT Korea deemed this event as important marketing tool to get travel agents, media and social influencers experience again and learn first-hand new developments in the Philippine destinations that have already high recall among the target Korean market segments.

2. OBJECTIVES

- To increase knowledge among travel agents on the newly developed tourism circuits in the key Philippines destinations and learn about the respective health and safety protocols; the end goal is to equip the agents to recommend Philippine destinations to their respective clients and thus, contribute to generating tourist arrivals to the country;
- To create and expose a variety of Philippine tourism-related content that is closely aligned to the Korean travelers' interests through select social media influencers and traditional media

3. DETAILS OF THE EVENT

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirement:

MODULES	NO. OF PAX
LOT 1: CEBU – BOHOL Indicative dates 17-21 November 2022 Group: TPB/DOT Korea – Hanatour Agents Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 2: MANILA AND ENVIRONS Indicative dates: 23-27 November 2022 Group: TPB/DOT Korea – Philippine Airlines Agents Golf Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 3: CEBU-BOHOL Indicative dates: 30 November – 04 December 2022 Group: TPB/DOT Korea – Mode Tour Agents Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 4: CEBU Indicative dates: end of January or 1 st week of February 2023 Group: TPB/DOT Korea – KATA Agents Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 5 CLARK – MANILA - BOHOL Indicative dates: 31 January – 03 February 2023 Group: TPB/DOT Korea – PSP Graduates Familiarization trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 6: : BORACAY Indicative dates: 9-12 January 2023 Group: TPB/DOT Korea – Media Familiarization Trip	8 pax (6 participants + 1 DOT Korea + 1 TPB)
LOT 7: BOHOL Indicative dates: 13-16 January 2023 Group: TPB/DOT Korea – Social Media Influencer Familiarization Trip	8 pax (6 participants + 1 DOT Korea + 1 TPB)

4. SCOPE OF DELIVERABLES

The TPB shall procure the services of a tour operator for the provision of the following requirements:

LOT 1: CEBU – BOHOL Group: TPB/DOT Korea – Hanatour Agents Familiarization Trip Indicative dates: 17-21 November 2022		ABC Php 1,651,100.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of participants: 13 participants <ul style="list-style-type: none"> • 10 participants • 1 DOT Korea • 2 TPB b. Minimum Pax Guarantee: 5 pax	Note: For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.
II. TRANSPORTATION	a. International roundtrip airticket (Incheon – Cebu-Incheon) <ul style="list-style-type: none"> - Ten (10) Hanatour Agents c/o Hanatour - One (1) DOT Korea staff c/o tour operator 	Note: <ul style="list-style-type: none"> - Airlines taxes and surcharges for 10 pax c/o tour operator (Air Asia or Cebu Pacific) - Airticket of DOT Korea staff c/o tour operator inclusive of all applicable taxes - Preferred airlines: Philippine Airlines - Inclusions: Regular economy, Rebookable, reroutable, refundable, With 20 kgs. baggage allowance, With

		insurance, Inclusive of all applicable taxes
	b. Domestic roundtrip airtickets for 2 TPB Officers (Manila – Cebu – Manila)	Notes: <ul style="list-style-type: none"> - Preferred Airline/s: Philippines Airlines - Inclusions <ul style="list-style-type: none"> o Regular economy o Rebookable, reroutable, refundable o With 20 kgs. baggage allowance o With insurance o Inclusive of all applicable taxes
	c. Roundtrip ferry boat transfer (Cebu-Bohol-Cebu) in a business class category for 13 pax	
	d. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times 	Notes: <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.

	<ul style="list-style-type: none"> - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, 	
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	parking fee, toll fee, other consumable cost and other related on-site expenses.	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 13 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 13 single occupancy - Room nights: 4 nights 	<p>Notes:</p> <p>Preferred hotel/resort</p> <p>a. Cebu</p> <ul style="list-style-type: none"> - 17-18 November - Radisson Blue - 18-20 November – J’Park Island Resort and Waterpark <p>b. Bohol</p> <ul style="list-style-type: none"> - 20-21 November 2022 Henann Panglao
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 13 pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)

VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
VII. TOUR KITS	<p>Provision of incentivized sustainable tour kits for 13 pax to include the following:</p> <p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped 	

	<p>disposable KN-95 masks per day with lanyard</p> <ul style="list-style-type: none"> ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellent in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 13 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE	Provision of curated sustainable destination-	Notes:

DESTINATION-BASED GIVEAWAYS	based giveaways for 13 pax @ Php 1,500 each	<ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	<p>Provision of a licensed DOT-accredited English/Korean speaking Tour guide or DOT-accredited English speaking tour guide with Korean interpreter with the following qualifications:</p> <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	<p><i>Note:</i></p> <p><i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>
XI. RT-PCR TESTS	Provision of RT-PCR test for 11 pax taken 48 hours prior to their departure in the Philippines	
XII. TOUR DOCUMENTATION	<p>Provision of 1 videographer/photographer to cover the tour</p> <p><i>* All assigned/deployed personnel by the tour operator must have a</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and

	<i>negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>	edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	<p>Provision of one (1) tour coordinator to accompany the group for the duration of the trip.</p> <p><i>*All assigned personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to their deployment. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

LOT 2: MANILA AND ENVIRONS Group: TPB/DOT Korea – PAL Agents Familiarization Trip Indicative dates: 23-27 November 2022		ABC Php 1,832,050.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of participants: 13 participants	Note: For excess in the number of participants, the

	<ul style="list-style-type: none"> • 10 participants • 1 DOT Korea • 2 TPB <p>b. Minimum Pax Guarantee: 5 pax</p>	winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.
II. TRANSPORTATION	<p>a. International roundtrip airticket (Incheon – Manila-Incheon)</p> <ul style="list-style-type: none"> - Ten (10) PAL Agents c/o PAL - One (1) DOT Korea staff c/o tour operator 	<p>Note:</p> <ul style="list-style-type: none"> - Airlines taxes and surcharges for 10 pax c/o tour operator - Airticket of DOT Korea staff c/o tour operator inclusive of all applicable taxes - Preferred airline: Cebu Pacific or Air Asia - Inclusions: <ul style="list-style-type: none"> ○ Regular economy ○ Rebookable, reroutable, refundable ○ With 20 kgs. baggage allowance ○ With insurance ○ Inclusive of all applicable taxes
	<p>b. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety 	<p>Notes:</p> <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier.

	<p>requirements of vehicles</p> <ul style="list-style-type: none"> - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints 	<ul style="list-style-type: none"> - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.
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	<ul style="list-style-type: none"> - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other related on-site expenses. 	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 13 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 13 single occupancy - Room nights: 4 nights 	<p>Note:</p> <ul style="list-style-type: none"> - Preferred hotel: Okada Manila - Check-in dates: 23-27 November 2022
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 13 pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements

		<ul style="list-style-type: none"> - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
VII. TOUR KITS	Provision of incentivized sustainable tour kits for 13 pax to include the following:	

	<p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellent in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 13 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever 	
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	<ul style="list-style-type: none"> ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	Provision of curated sustainable destination-based giveaways for 13 pax @ Php 1,500 each	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	Provision of a licensed DOT-accredited English/Korean speaking Tour guide or DOT-accredited English speaking tour guide with Korean interpreter with the following qualifications: <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	Note: <p><i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>

XI. RT-PCR TESTS	Provision of RT-PCR test for 11 pax taken 48 hours prior to their departure in the Philippines	
XII. TOUR DOCUMENTATION	<p>Provision of 1 videographer/photographer to cover the tour</p> <p><i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	<p>Provision of one (1) tour coordinator to accompany the group for the duration of the trip.</p> <p><i>*All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, 	

	terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip	
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LOT 3: CEBU – BOHOL Group: TPB/DOT Korea – Mode Agents Familiarization Trip Indicative dates: 30 November – 04 December 2022		ABC Php 1,545,500.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of participants: 13 participants <ul style="list-style-type: none"> • 10 participants • 1 DOT Korea • 2 TPB b. Minimum Pax Guarantee: 5 pax	Note: For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.
II. TRANSPORTATION	a. International roundtrip airticket (Incheon – Cebu-Incheon) <ul style="list-style-type: none"> - Ten (10) Mode Tour Agents c/o Mode Tour - One (1) DOT Korea staff c/o tour operator - 	Note: <ul style="list-style-type: none"> - Airlines taxes and surcharges for 10 pax c/o tour operator (CEB or Air Asia) - Airticket of DOT Korea staff c/o tour operator inclusive of all applicable taxes - Preferred airline: Cebu Pacific or Air Asia - Inclusion: Regular economy, Rebookable, reroutable, refundable

		With 20 kgs. baggage allowance, With insurance, Inclusive of all applicable taxes
	b. Domestic roundtrip airtickets for 2 TPB Officers (Manila – Cebu – Manila)	Notes: <ul style="list-style-type: none"> - Preferred Airline: Philippine Airlines - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance - Inclusive of all applicable taxes
	c. Roundtrip ferry boat transfer (Cebu-Bohol-Cebu) in a business class category for 13 pax	
	d. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times - Vehicle year model must be at least 2018 or newer; 	Notes: <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.

	<p>should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</p> <ul style="list-style-type: none"> - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, 	
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	other consumable cost and other related on-site expenses.	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 13 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 13 single occupancy - Room nights: 4 nights 	<p>Notes: Preferred hotel/resort</p> <p>a. Bohol 30 November 2022 – 02 December Henann Panglao</p> <p>b. Cebu 02 – 04 December 2022 J'Park Isalnd Resort and Waterpark</p>
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 13 pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on

		<p>recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.</p> <ul style="list-style-type: none"> - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
VII. TOUR KITS	<p>Provision of incentivized sustainable tour kits for 13 pax to include the following:</p> <p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ○ One (1) pack of facial tissue 	

	<ul style="list-style-type: none"> ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellent in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 13 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	Provision of curated sustainable destination-based giveaways for 13 pax @ Php 1,500 each	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are

		subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	Provision of a licensed DOT-accredited English/Korean speaking Tour guide or DOT-accredited English speaking tour guide with Korean interpreter with the following qualifications: <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	Note: <p><i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>
XI. RT-PCR TESTS	Provision of RT-PCR test for 11 pax taken 48 hours prior to their departure in the Philippines	
XII. TOUR DOCUMENTATION	Provision of 1 videographer/photographer to cover the tour <p><i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the</i></p>	Notes: <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and edited videos and photos stored in a USB

	<i>event. (testing fee c/o tour operator)</i>	drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	<p>Provision of one (1) tour coordinator to accompany the group for the duration of the trip.</p> <p><i>*All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

LOT 4: CEBU Group: TPB/DOT Korea – KATA Agents Familiarization Trip Indicative dates: 1 st Quarter 2023 – End of January or 1 st week of February)		ABC Php 2,144,560.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of participants: 13 participants <ul style="list-style-type: none"> • 10 participants • 1 DOT Korea • 2 TPB 	Note: For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.
	b. Minimum Pax Guarantee: 5 pax	
II. TRANSPORTATION	a. International roundtrip airticket (Incheon – Cebu-Incheon) for 11 pax inclusive of all applicable airline taxes and surcharges	Notes: Preferred Airlines: Philippine Airlines or Cebu Pacific Inclusions: - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance Inclusive of all applicable taxes
	b. Domestic roundtrip airtickets for 2 TPB Officers (Manila – Cebu – Manila)	Notes: - Preferred Airline: Philippine Airlines - Inclusions: ○ Regular economy ○ Rebookable, reroutable, refundable

		<ul style="list-style-type: none"> ○ With 20 kgs. baggage allowance ○ With insurance ○ Inclusive of all applicable taxes
	<p>c. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; 	<p>Notes:</p> <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.

	<p>Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints</p> <ul style="list-style-type: none"> - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other related on-site expenses. 	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 13 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment 	<p>Notes: Preferred hotel/resort Shangri-la Mactan</p>

	<ul style="list-style-type: none"> - Must be in a deluxe room category with breakfast - 13 single occupancy - Room nights: 4 nights 	*check-in dates will be provided upon finalization of the itinerary
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 13 pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	<p>Provision of interactive / experiential tours and activities for 13 pax</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or

		<p>fortuitous events, subject to the approval of the TPB</p> <ul style="list-style-type: none"> - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
VII. TOUR KITS	<p>Provision of incentivized sustainable tour kits for 13 pax to include the following:</p> <ul style="list-style-type: none"> a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellant in spray 	

	<ul style="list-style-type: none"> ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 13 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	Provision of curated sustainable destination-based giveaways for 13 pax @ Php 1,500 each	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval

X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	Provision of a licensed DOT-accruited English/Korean speaking Tour guide or DOT-accruited English speaking tour guide with Korean interpreter with the following qualifications: <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	Note: <i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>
XI. RT-PCR TESTS	Provision of RT-PCR test for 11 pax taken 48 hours prior to their departure in the Philippines	
XII. TOUR DOCUMENTATION	Provision of 1 videographer/photographer to cover the tour <i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>	Notes: <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	Provision of one (1) tour coordinator to accompany	Notes: <ul style="list-style-type: none"> - Tour coordinator must have at least

	<p>the group for the duration of the trip.</p> <p><i>*All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>three (3) years of relevant experience.</p> <p>- Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour</p>
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

<p>LOT 5: CLARK – MANILA - BOHOL</p> <p>Group: TPB/DOT Korea – PSP Graduates Familiarization Trip</p> <p>Indicative dates: 31 January – 03 February 2023</p>		<p>ABC</p> <p>Php 1,861,860.00</p>
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	<p>a. Total number of participants: 13 participants</p> <ul style="list-style-type: none"> • 10 participants • 1 DOT Korea • 2 TPB 	<p>Note:</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the</p>

	b. Minimum Pax Guarantee: 5 pax	tour package computed per pax.
II. TRANSPORTATION	a. International roundtrip airticket (Incheon – Clark-Bohol- Incheon) for 11 pax inclusive of all applicable airline taxes and surcharges	Preferred airlines: <ul style="list-style-type: none"> - Philippine Airlines Notes: <ul style="list-style-type: none"> - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance Inclusive of all applicable taxes
	b. Domestic roundtrip airtickets for 2 TPB Officers (Manila – Bohol – Manila)	Notes: <ul style="list-style-type: none"> - Preferred Airlines: Philippine Airlines - Inclusions: <ul style="list-style-type: none"> o Regular economy o Rebookable, reroutable, refundable o With 20 kgs. baggage allowance o With insurance o Inclusive of all applicable taxes
	c. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles 	Notes: <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed,

	<ul style="list-style-type: none"> - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints - Maximum of 15 hours per day 	<p>presentable and experienced in interacting with foreign guests.</p>
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	<p>inclusive of overtime and driver's fee</p> <ul style="list-style-type: none"> - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other related on-site expenses. 	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 13 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 13 single occupancy - Room nights: 4 nights 	<p>Notes: Preferred hotel/resort</p> <ul style="list-style-type: none"> a. Clark – Quest Hotel b. Manila – Conrad Hotel c. Bohol – Henann Panglao <p>*check-in dates will be provided upon finalization of the itinerary</p>
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 13 pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal

	c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax	based on the itinerary. <ul style="list-style-type: none"> - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	Notes: <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government

		unit overseeing the destination.
VII. TOUR KITS	<p>Provision of incentivized sustainable tour kits for 13 pax to include the following:</p> <p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellent in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 13 pax to include at</p>	

	<p>least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	<p>Provision of curated sustainable destination-based giveaways for 13 pax @ Php 1,500 each</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	<p>Provision of a licensed DOT-accredited English/Korean speaking Tour guide or DOT-accredited English speaking tour guide with Korean interpreter with the following qualifications:</p> <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination 	<p><i>Note:</i></p> <p><i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>

	<ul style="list-style-type: none"> ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	
XI. RT-PCR TESTS	Provision of RT-PCR test for 11 pax taken 48 hours prior to their departure in the Philippines	
XII. TOUR DOCUMENTATION	<p>Provision of 1 videographer/photographer to cover the tour</p> <p><i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	<p>Provision of one (1) tour coordinator to accompany the group for the duration of the trip.</p> <p><i>*All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth

		implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

LOT 6: BORACAY Group: TPB/DOT Korea – Media Familiarization Trip Indicative Date: 9-12 January 2023		ABC Php 1,277,650.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of participants: 8 participants <ul style="list-style-type: none"> • 6 participants • 1 DOT Korea • 1 TPB b. Minimum Pax Guarantee: 5 pax	Note: For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.
II. TRANSPORTATION	a. International roundtrip airticket (Incheon – Kalibo Incheon) for 7 pax inclusive of all applicable airline taxes and surcharges	Preferred Airlines: <ul style="list-style-type: none"> - Philippine Airlines - JinAir Notes: <ul style="list-style-type: none"> - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance

		<ul style="list-style-type: none"> - With insurance <p>Inclusive of all applicable taxes</p>
	<p>b. Domestic roundtrip airtickets for 1 TPB Officers (Manila – Kalibo or Caticlan – Manila)</p>	<p>Notes: Preferred Ariline: Philippine Airlines</p> <p>Inclusions</p> <ul style="list-style-type: none"> - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance - Inclusive of all applicable taxes
	<p>c. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times - Vehicle year model must be at least 2018 or newer; should the vehicle develop any 	<p>Notes:</p> <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.

	<p>mechanical fault in transit, the tour operator must have a replacement within an hour.</p> <ul style="list-style-type: none"> - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other 	
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	related on-site expenses.	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 8 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 8 single occupancy - Room nights: 4 nights 	<p>Notes:</p> <p>Preferred hotel/resort</p> <ul style="list-style-type: none"> - Henann Crystal Sands Boracay - The Lind Boracay - Discovery Shores <p>*check-in dates will be provided upon finalization of the itinerary</p>
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 8 pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	Provision of interactive / experiential tours and activities for 8 pax	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations

		<p>of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.</p> <ul style="list-style-type: none"> - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
VII. TOUR KITS	<p>Provision of incentivized sustainable tour kits for 8 pax to include the following:</p> <p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard 	

	<ul style="list-style-type: none"> ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellent in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 8 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	Provision of curated sustainable destination-based giveaways for 8 pax @ Php 1,500 each	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed

		<ul style="list-style-type: none"> - Proposed giveaways and designs are subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	<p>Provision of a licensed DOT-accredited English/Korean speaking Tour guide or DOT-accredited English speaking tour guide with Korean interpreter with the following qualifications:</p> <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	<p>Note:</p> <p><i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>
XI. RT-PCR TESTS	<p>Provision of RT-PCR test for 7 pax taken 48 hours prior to their departure in the Philippines</p>	
XII. TOUR DOCUMENTATION	<p>Provision of 1 videographer/photographer to cover the tour</p> <p><i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output

	<i>taken 48 hours prior to the event. (testing fee c/o tour operator)</i>	of the raw and edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	<p>Provision of one (1) tour coordinator to accompany the group for the duration of the trip.</p> <p><i>*All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

LOT 7: BOHOL Group: TPB/DOT Korea – Social Media Influencer Familiarization Trip Indicative Date :		ABC Php 1,277,650.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of participants: 8 participants <ul style="list-style-type: none"> • 6 participants • 1 DOT Korea • 1 TPB 	Note: For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.
	b. Minimum Pax Guarantee: 5 pax	
II. TRANSPORTATION	a. International roundtrip airticket (Incheon – Bohol- Incheon) for 7 pax inclusive of all applicable airline taxes and surcharges	Preferred airlines – Philippine Airlines Inclusions: <ul style="list-style-type: none"> - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance Inclusive of all applicable taxes
	b. Domestic roundtrip airtickets for 1 TPB Officers (Manila – Bohol – Manila)	Notes: Preferred Airline: Philippine Airlines Inclusions: <ul style="list-style-type: none"> - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance

		- Inclusive of all applicable taxes
	<p>c. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal 	<p>Notes:</p> <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.

	<p>sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints</p> <ul style="list-style-type: none"> - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other related on-site expenses. 	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 8 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 8 single occupancy - Room nights: 4 nights 	<p>Notes: Preferred hotel/resort - Henann Panglao *check-in dates will be provided upon finalization of the itinerary</p>

V. MEALS AND BEVERAGES	Provision of meals and beverages for 8 pax for the whole duration of the trip <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax 	Notes: <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	Provision of interactive / experiential tours and activities for 8 pax	Notes: <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB

		representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
VII. TOUR KITS	<p>Provision of incentivized sustainable tour kits for 8 pax to include the following:</p> <p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellant in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels 	

	<ul style="list-style-type: none"> ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 8 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	Provision of curated sustainable destination-based giveaways for 8 pax @ Php 1,500 each	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
IX. OUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	<p>Notes:</p> <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/KOREAN	Provision of a licensed DOT-accredited English/Korean speaking Tour guide or DOT-accredited English speaking tour guide with Korean	<p>Note:</p> <p><i>All assigned/deployed personnel by the tour operator must have a</i></p>

SPEAKING TOUR GUIDE/ INTERPRETER	<p>interpreter with the following qualifications:</p> <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	<i>negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>
XI. RT-PCR TESTS	Provision of RT-PCR test for 7 pax taken 48 hours prior to their departure in the Philippines	
XII. TOUR DOCUMENTATION	<p>Provision of 1 videographer/photographer to cover the tour</p> <p><i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	<p>Provision of one (1) tour coordinator to accompany the group for the duration of the trip.</p> <p><i>*All assigned/deployed personnel by the tour operator must have a</i></p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination

	<i>negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>	with the TPB Project Officer on all other matters required for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

5. PROJECT IMPLEMENTATION SCHEDULE

A tour operator to provide the mentioned services from the following indicative schedule based on the attached itinerary.

MODULES	NO. OF PAX
LOT 1: CEBU – BOHOL Indicative dates 17-21 November 2022 Group: TPB/DOT Korea – Hanatour Agents Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 2: MANILA AND ENVIRONS Indicative dates: 23-27 November 2022 Group: TPB/DOT Korea – Philippine Airlines Agents Golf Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 3: CEBU-BOHOL Indicative dates: 30 November – 04 December 2022	13 pax (10 participants + 1 DOT Korea + 2 TPB)

Group: TPB/DOT Korea – Mode Tour Agents Familiarization Trip	
LOT 4: CEBU Indicative dates: end of January or 1 st week of February 2023 Group: TPB/DOT Korea – KATA Agents Familiarization Trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 5 CLARK – MANILA - BOHOL Indicative dates: 31 January – 03 February 2023 Group: TPB/DOT Korea – PSP Graduates Familiarization trip	13 pax (10 participants + 1 DOT Korea + 2 TPB)
LOT 6: : BORACAY Indicative dates: 9-12 January 2023 Group: TPB/DOT Korea – Media Familiarization Trip	8 pax (6 participants + 1 DOT Korea + 1 TPB)
LOT 7: BOHOL 13-16 January 2023 Group: TPB/DOT Korea – Social Media Influencer Familiarization Trip	8 pax (6 participants + 1 DOT Korea + 1 TPB)

6. GENERAL INCLUSIONS/ OTHER TERMS AND CONDITIONS

- a. Assistance in preparing/securing entry documents, as may be necessary.
- b. Willingness to respond to immediate/unforeseen changes in specifications.
- c. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. 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 following the prevailing accounting and auditing rules and regulations.
- d. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011 and the IATF Safety Guidelines and Protocols.

7. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for all of the tour activities. The proposals shall include the following:

1. Detailed itineraries (as attached);
2. Itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees, and other applicable fees, charges, and taxes);
3. Accommodation with breakfast;
4. Tours with meals; and
5. Entrance fees, environmental fees, and other similar fees, taxes and charges, and guide fees.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger.

8. QUALIFICATION OF BIDDERS

- a. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws;
- b. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal);
- c. Must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants ;
- d. Must have a professional track record in handling international groups in the last five (5) years and handled at least five (5) similar projects
- e. Must have experience in organizing and coordinating travel arrangements, specifically within NCR, CALABARZON, Region 3 and 7

9. APPROVED BUDGET FOR THE CONTRACT (ABC)

The winning bid shall be determined based on the Lowest Calculated Responsive Bid (LCRB), provided that the amount of the bid does not exceed the above-mentioned approved budget.

MODULES	ABC
LOT 1: CEBU – BOHOL	PHP 1,651,100.00 Inclusive of all applicable taxes
LOT 2: MANILA AND ENVIRONS	PHP 1,832,050.00 Inclusive of all applicable taxes
LOT 3: CEBU-BOHOL	PHP 1,545,500.00 Inclusive of all applicable taxes
LOT 4: CEBU	PHP 2,144,560.00 Inclusive of all applicable taxes
LOT 5 CLARK – MANILA - BOHOL	PHP 1,861,860.00 Inclusive of all applicable taxes
LOT 6: : BORACAY	PHP 1,277,650.00 Inclusive of all applicable taxes
LOT 7: BOHOL	PHP 1,150,240.00 Inclusive of all applicable taxes

10. TERMS OF PAYMENT

LOT	PARTICULARS/MILESTONE	TERMS OF PAYMENT
1-7	First tranche: Bookings and reservations of all deliverables indicated in the Terms of Reference (accommodation, transportation, guides, activities, etc.)	15% of the total contract price
	Second tranche: After successful implementation of the Familiarization Trip	75% of the total contract price

	Third tranche: <submission of deliverables after the tour> with final SOA and other documents needed for payment processing	10% of the total contract price
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	100%

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.

MARIA DOLORES R. APAREJADO

Chief, North Asia Division

Philippine Travel Exchange (PHITEX) 2022

4F Legaspi Towers 300, Roxas Blvd., Manila 1004

The supplier is encourage to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

11 . CONTACT PERSONS

Names : **MS. MICKA ANJELLA CALZADO & MS. CORYNE SENERES**
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