## 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	13 pax
Indicative dates 17-21 November 2022	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – Hanatour Agents	
Familiarization Trip	
LOT 2: MANILA AND ENVIRONS	13 pax
Indicative dates: 23-27 November 2022	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – Philippine Airlines	
Agents Golf Familiarization Trip	
LOT 3: CEBU-BOHOL	13 pax
Indicative dates: 30 November – 04 December 2022	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – Mode Tour Agents Familiarization Trip	
LOT 4: CEBU	13 pax
Indicative dates: end of January or 1 <sup>st</sup> week of February 2023	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – KATA Agents	
Familiarization Trip	
LOT 5 CLARK – MANILA - BOHOL	12 may
	13 pax
Indicative dates: 31 January – 03 February 2023	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – PSP Graduates	
Familiarization trip	
LOT 6: : BORACAY	
Indicative dates: 9-12 January 2023	8 pax
Group: TPB/DOT Korea – Media	6 participants + 1 DOT Korea + 1
Familiarization Trip	(6 participants + 1 DOT Korea + 1 TPB)
LOT 7: BOHOL	8 pax
	•
Indicative dates: 13-16 January 2023	(6 participants + 1 DOT Korea + 1
Group: TPB/DOT Korea – Social Media	ТРВ)
Influencer Familiarization Trip	

# 4. SCOPE OF DELIVERABLES

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

LOT	ABC	
Group: TPB/DOT Korea – Hanatour Agents		Php 1,651,100.00
Fan	niliarization Trip	
Indicative dat	es: 17-21 November 2022	
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	<ul> <li>a. Total number of participants: 13 participants</li> <li>10 participants</li> <li>1 DOT Korea</li> <li>2 TPB</li> <li>b. Minimum Pax</li> </ul>	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.
	Guarantee: 5 pax	
II. TRANSPORTATION	<ul> <li>a. International roundtrip airticket (Incheon – Cebu-Incheon)</li> <li>Ten (10) Hanatour Agents c/o Hanatour</li> <li>One (1) DOT Korea staff c/o tour operator</li> </ul>	<ul> <li>Note:</li> <li>Airlines taxes and surcharges for 10 pax c/o tour operator (Air Asia or Cebu Pacific)</li> <li>Airticket of DOT Korea staff c/o tour operator inclusive of all applicable taxes</li> <li>Preferred airlines: Philippine Airlines</li> <li>Inclusions: Regular economy, Rebookable, reroutable, refundable, With 20 kgs. baggage allowance, With</li> </ul>

		insurance, Inclusive of all applicable taxes
b	<ul> <li>Domestic roundtrip airtickets for 2 TPB Officers (Manila – Cebu – Manila)</li> </ul>	Notes: - Preferred Airline/s: Philippines Airlines - Inclusions • Regular economy • Rebookable, reroutable, refundable • With 20 kgs. baggage allowance • With insurance • Inclusive of all applicable taxes
С	<ul> <li>Roundtrip ferry boat transfer (Cebu-Bohol- Cebu) in a business class category for 13 pax</li> </ul>	
d	<ul> <li>1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip         <ul> <li>Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles</li> <li>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times</li> </ul> </li> </ul>	<ul> <li>Notes:</li> <li>Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier.</li> <li>Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.</li> </ul>

-	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,	

	parking fee, toll fee,	[]
	other consumable	
	cost and other	
	related on-site	
	expenses.	
III. TRAVEL	Provision of Comprehensive	
INSURANCE	Travel Insurance with	
	medical coverage for COVID-	
	19 for 13 pax	
IV.ACCOMMODATION	- Must be DOT-	Notes:
	Accredited	Preferred hotel/resort
	establishment	a. Cebu
	- Must be in a deluxe	
	room category with	- 17-18 November -
	breakfast	Radisson Blue
	<ul> <li>13 single occupancy</li> </ul>	
	- Room nights: 4 nights	- 18-20 November – J'Park
		Island Resort and
		Waterpark
		b. Bohol
		- 20-21 November 2022
		Henann Panglao
V. MEALS AND	Provision of meals and	Notes:
BEVERAGES	beverages for 13 pax for the	- One round of non-
	whole duration of the trip	alcoholic beverage per
	a. Breakfast – packed to	meal
	be arranged, if	- TPB representative to
	applicable)	finalize the final order
	b. AM and PM Snacks –	per meal based on the
	Php 500/pax	itinerary.
	c. Lunch – Php 1,200/pax	- Ensure provision of
	d. Dinner – Php 2,000/pax	<ul><li>dietary requirements</li><li>Should DOT/TPB be able</li></ul>
	2,000/ pax	to secure meal hosting,
		the supplier will deduct
		this from the final bill (to
		be conferred with TPB)
		De comeneu with IPD)

VI. ITINERARY	Provision of interactive /	Notes:
	experiential tours and	- Tour activities and
	activities for 13 pax	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:	
	a. Hygienic Kits placed in	
	reusable drawstring bags,	
	cacha bags or in sustainable	
	packaging	
	○ 500 ml reusable water	
	tumbler	
	<ul> <li>Two (2) pieces</li> </ul>	
	individually wrapped	

		<ul> <li>disposable KN-95 masks per day with lanyard</li> <li>One (1) pack of facial tissue</li> <li>One (1) pack wet wipes (biodegradable bamboo fiber material)</li> <li>50 ml. of 70% isopropyl alcohol in spray bottle</li> <li>Hand sanitizer</li> <li>Disinfectant wipes</li> <li>Mints</li> <li>Mosquito repellant in spray</li> <li>Sunblock</li> <li>Disposable hooded emergency raincoat</li> <li>One (1) sun visor/hat</li> <li>Cold towels</li> <li>Customized luggage tags (design is subject for TPB's approval)</li> </ul>	
		<ul> <li>b. Personal Health/First Aid</li> <li>Kit for 13 pax to include at</li> <li>least 6 pieces of the</li> <li>following medicines <ul> <li>Antacid for upset</li> <li>stomach</li> <li>Paracetamol for</li> <li>headache and fever</li> <li>Antihistamine for</li> <li>allergies</li> <li>Loperamide for diarrhea</li> <li>Meclizine hydrochloride</li> <li>for motion sickness</li> <li>Ibuprofen for pain</li> <li>reliever</li> </ul> </li> </ul>	
VIII.	CURATED SUSTAINABLE	Provision of curated sustainable destination-	Notes:

DESTINATION- BASED GIVEAWAYS	based giveaways for 13 pax @ Php 1,500 each	<ul> <li>Placing of tour operator/supplier's logo is not allowed</li> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul>
IX. TOUR SIGNAGES AND BANNER	<ul> <li>Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour</li> </ul>	Notes: - Placing of tour operator/supplier's logo is not allowed
	guided. - Provision of post-tour banner for group picture	<ul> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul>
X. SERVICES OF A LICENSED DOT- ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	<ul> <li>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> <li>Must be expert or familiar of the destination</li> <li>Must be fluent and conversant in English and Korean</li> <li>Must have an in-depth knowledge of Philippines</li> </ul> </li> </ul>	Note: 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)
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 * All assigned/deployed personnel by the tour operator must have a	<ul> <li>Notes:</li> <li>Submit a 3-minute SDE video covering the whole duration of the trip</li> <li>Provide a consolidated output of the raw and</li> </ul>

	negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)	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 the group for the duration of the trip. *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)	<ul> <li>Notes:</li> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>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</li> </ul>
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul> <li>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</li> <li>Provision of pocket wifi for the participants for the duration of the trip</li> </ul>	

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

	• 10 participants	winning tour operator
	<ul> <li>10 participants</li> <li>1 DOT Korea</li> </ul>	shall charge the TPB-
		based on the rate of the
	• 2 TPB	
		tour package computed
	b. Minimum Pax	per pax.
	Guarantee: 5 pax	
II. TRANSPORTATION	a. International roundtrip	Note:
	airticket (Incheon –	<ul> <li>Airlines taxes and</li> </ul>
	Manila-Incheon)	surcharges for 10
		pax c/o tour
	- Ten (10) PAL Agents	operator
	c/o PAL	- Airticket of DOT
		Korea staff c/o
	- One (1) DOT Korea	tour operator
	staff c/o tour operator	inclusive of all
	,	applicable taxes
		- Preferred airline:
		Cebu Pacific or Air
		Asia
		- Inclusions:
		_
		economy
		<ul> <li>Rebookable,</li> </ul>
		reroutable,
		refundable
		<ul> <li>With 20 kgs.</li> </ul>
		baggage
		allowance
		<ul> <li>With insurance</li> </ul>
		<ul> <li>Inclusive of all</li> </ul>
		applicable
		taxes
	b. 1 unit of coaster or	Notes:
	minibus and 1 luggage	- Assigned Drivers
	van for the whole	should have a
	duration of the trip	negative RT-PCR
	- Vehicles maintained	(COVID-19) test result
	in accordance with	taken 48 hours before
	Philippine laws on	the tour proper c/o
	technical safety	supplier.
	Surcey	Supplien

and coverage; daily interacting with 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	requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity,	strong navigation skills, uniformed, presentable and experienced in
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	<ul> <li>disinfection of vehicle; ensure cleanliness at all times</li> <li>Vehicle year model must be at least 2018 or newer; should the vehicle</li> </ul>	_
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	mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be	
windows and safety belts for all seats; GPS or waze and charging units for	control or air- conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance;	
onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and	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,	

	- 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	Provision of Comprehensive	
INSURANCE	Travel Insurance with	
	medical coverage for COVID-	
	19 for 13 pax	Noto
IV. ACCOMMODATION	- Must be DOT-	Note:
	Accredited establishment	<ul> <li>Preferred hotel: Okada Manila</li> </ul>
	- Must be in a deluxe	- Check-in dates: 23-27
	room category with	November 2022
	breakfast	November 2022
	- 13 single occupancy	
	- Room nights: 4 nights	
V. MEALS AND	Provision of meals and	Notes:
BEVERAGES	beverages for 13 pax for the	- One round of non-
	whole duration of the trip	alcoholic beverage
	a. Breakfast – packed to	per meal
	be arranged, if	- TPB representative
	applicable)	to finalize the final
	b. AM and PM Snacks –	order per meal based
	Php 500/pax	on the itinerary.
	c. Lunch – Php 1,200/pax	- Ensure provision of
	d. Dinner – Php	dietary
	2,000/pax	requirements

VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	<ul> <li>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> <li>Notes:         <ul> <li>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.</li> <li>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</li> <li>The final itinerary should be approved by the TPB</li> </ul> </li> </ul>
		<ul> <li>The final itinerary should be approved</li> </ul>
VII. TOUR KITS	Provision of incentivized sustainable tour kits for 13 pax to include the following:	

	. Hygienic Kits placed in	
	eusable drawstring bags,	
	acha bags or in sustainable	
p	ackaging	
C		
	tumbler	
C	Two (2) pieces	
	individually wrapped	
	disposable KN-95 masks	
	per day with lanyard	
	One (1) pack of facial	
	tissue	
c	One (1) pack wet wipes	
	(biodegradable bamboo	
	fiber material)	
	50 ml. of 70% isopropyl	
	alcohol in spray bottle	
	Disinfectant wipes	
	Mosquito repellant in	
	spray	
	emergency raincoat	
	One (1) sun visor/hat	
	tags (design is subject	
	for TPB's approval)	
h	. Personal Health/First Aid	
	it for 13 pax to include at	
	east 6 pieces of the	
	ollowing medicines	
	-	
	stomach	
	headache and fever	

	<ul> <li>Antihistamine for allergies</li> <li>Loperamide for diarrhea</li> <li>Meclizine hydrochloride for motion sickness</li> <li>Ibuprofen for pain reliever</li> </ul>	
VIII. CURATED SUSTAINABLE DESTINATION- BASED GIVEAWAYS	Provision of curated sustainable destination- based giveaways for 13 pax @ Php 1,500 each	Notes: - 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> <li>Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided.</li> <li>Provision of post-tour banner for group picture</li> </ul>	Notes: - 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	<ul> <li>Provision of a licensed DOT-accredited English/Korean</li> <li>speaking Tour guide or</li> <li>DOT-accredited English</li> <li>speaking tour guide with</li> <li>Korean interpreter with the</li> <li>following qualifications: <ul> <li>Must be expert or</li> <li>familiar of the</li> <li>destination</li> </ul> </li> <li>Must be fluent and</li> <li>conversant in English</li> <li>and Korean</li> <li>Must have an in-depth</li> <li>knowledge of</li> <li>Philippines</li> </ul>	Note: 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)

XI. RT-PCR TESTS	Provision of RT-PCR test for	
	11 pax taken 48 hours prior	
	to their departure in the	
	Philippines	
XII. TOUR	Provision of 1	Notes:
DOCUMENTATION	videographer/photographer to cover the tour * 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)	<ul> <li>Submit a 3-minute SDE video covering the whole duration of the trip</li> <li>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)</li> </ul>
XIII. TOUR	Provision of one (1) tour	Notos
		Notes:
COORDINATOR	coordinator to accompany	- Tour coordinator
COORDINATOR		- Tour coordinator must have at least three (3) years of
COORDINATOR	coordinator to accompany the group for the duration of the trip.	<ul> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> </ul>
	coordinator to accompany the group for the duration of the trip. *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)	- Tour coordinator must have at least three (3) years of relevant experience.
XIV. INCIDENTAL AND	coordinator to accompany the group for the duration of the trip. *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) - Provision of budget to	<ul> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>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</li> </ul>
XIV. INCIDENTAL AND OTHER MISCELLANEOUS	<ul> <li>coordinator to accompany the group for the duration of the trip.</li> <li>*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)</li> <li>Provision of budget to cover expenses for food</li> </ul>	<ul> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>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</li> </ul>
XIV. INCIDENTAL AND	coordinator to accompany the group for the duration of the trip. *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) - Provision of budget to	<ul> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>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</li> </ul>

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 3:	CEBU – BOHOL	ABC	
Group: TPB/DOT Korea	Group: TPB/DOT Korea – Mode Agents Familiarization		
	Trip		
Indicative dates: 30 N	ovember – 04 December 2022		
DELIVERABLES	SPECIFICATION	REMARKS	
I. PARTICIPANTS	a. Total number of	Note:	
	participants: 13	For excess in the number of	
	participants	participants, the winning	
	• 10 participants	tour operator shall charge	
	• 1 DOT Korea	the TPB-based on the rate	
	• 2 TPB	of the tour package	
		computed per pax.	
	b. Minimum Pax		
	Guarantee: 5 pax		
II. TRANSPORTATION	a. International roundtrip	Note:	
	airticket (Incheon –	- Airlines taxes and	
	Cebu-Incheon)	surcharges for 10	
		pax c/o tour	
	- Ten (10) Mode Tour	operator (CEB or Air	
	Agents c/o Mode Tour	Asia)	
		- Airticket of DOT	
	- One (1) DOT Korea	Korea staff c/o tour	
	staff c/o tour operator	operator inclusive	
		of all applicable	
	-	taxes	
		- Preferred airline: Cebu	
		Pacific or Air Asia	
		- Inclusion: Regular	
		economy, Rebookable,	
		reroutable, refundable	

<ul> <li>b. Domestic roundtrip airtickets for 2 TPB Officers (Manila – Cebu – Manila)</li> </ul>	<ul> <li>With 20 kgs. baggage allowance, With insurance, Inclusive of all applicable taxes</li> <li>Notes: <ul> <li>Preferred Airline: Philippine Airlines</li> <li>Regular economy</li> <li>Rebookable, reroutable, refundable</li> <li>With 20 kgs. baggage allowance</li> <li>With insurance</li> <li>Inclusive of all applicable taxes</li> </ul> </li> </ul>
<ul> <li>c. Roundtrip ferry boat transfer (Cebu-Bohol- Cebu) in a business class category for 13 pax</li> </ul>	
<ul> <li>d. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip <ul> <li>Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles</li> <li>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times</li> <li>Vehicle year model must be at least 2018 or newer;</li> </ul> </li> </ul>	<ul> <li>Notes:</li> <li>Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier.</li> <li>Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.</li> </ul>

should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be	
mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be	
transit, the tour operator must have a replacement within an hour. - Vehicles must be	
operator must have a replacement within an hour. - Vehicles must be	
a replacement within an hour. - Vehicles must be	
within an hour. - Vehicles must be	
- 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,	

III. TRAVEL INSURANCE	other consumable cost and other related on-site expenses. Provision of Comprehensive Travel Insurance with	
	medical coverage for COVID- 19 for 13 pax	Notos
IV.ACCOMMODATION	<ul> <li>Must be DOT- Accredited establishment</li> <li>Must be in a deluxe room category with breakfast</li> <li>13 single occupancy</li> <li>Room nights: 4 nights</li> </ul>	Notes: Preferred hotel/resort a. Bohol 30 November 2022 – 02 December Henann Panglao b. Cebu 02 – 04 December 2022 J'Park Isalnd Resort and Waterpark
V. MEALS AND BEVERAGES	<ul> <li>Provision of meals and beverages for 13 pax for the whole duration of the trip <ul> <li>a. Breakfast – packed to be arranged, if applicable)</li> <li>b. AM and PM Snacks – Php 500/pax</li> <li>c. Lunch – Php 1,200/pax</li> <li>d. Dinner – Php 2,000/pax</li> </ul> </li> </ul>	<ul> <li>Notes: <ul> <li>One round of nonalcoholic beverage per meal</li> <li>TPB representative to finalize the final order per meal based on the itinerary.</li> <li>Ensure provision of dietary requirements</li> <li>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul> </li> </ul>
VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	Notes: - 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	<ul> <li>Provision of incentivized sustainable tour kits for 13 pax to include the following:</li> <li>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging <ul> <li>500 ml reusable water tumbler</li> <li>Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard</li> <li>One (1) pack of facial tissue</li> </ul> </li> </ul>	

	<ul> <li>One (1) pack wet wipes (biodegradable bamboo fiber material)</li> <li>50 ml. of 70% isopropyl alcohol in spray bottle</li> <li>Hand sanitizer</li> <li>Disinfectant wipes</li> <li>Mints</li> <li>Mosquito repellant in spray</li> <li>Sunblock</li> <li>Disposable hooded emergency raincoat</li> <li>One (1) sun visor/hat</li> <li>Cold towels</li> <li>Customized luggage tags (design is subject for TPB's approval)</li> <li>b. Personal Health/First Aid Kit for 13 pax to include at least 6 pieces of the following medicines</li> <li>Antacid for upset stomach</li> <li>Paracetamol for headache and fever</li> <li>Antihistamine for allergies</li> <li>Loperamide for diarrhea</li> <li>Meclizine hydrochloride for motion sickness</li> <li>Ibuprofen for pain reliever</li> </ul>	
VIII. CURATED SUSTAINABLE DESTINATION- BASED GIVEAWAYS	Provision of curated sustainable destination- based giveaways for 13 pax @ Php 1,500 each	Notes: - 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 X. SERVICES OF A LICENSED DOT- ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	<ul> <li>Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided.</li> <li>Provision of post-tour banner for group picture</li> <li>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> <li>Must be expert or familiar of the destination</li> <li>Must be fluent and conversant in English and Korean</li> <li>Must have an in-depth</li> </ul> </li> </ul>	<ul> <li>Approval</li> <li>Notes: <ul> <li>Placing of tour operator/supplier's logo is not allowed</li> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul> </li> <li>Note: <ul> <li>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)</li> </ul> </li> </ul>
	<ul> <li>Must have an in-depth knowledge of Philippines</li> </ul>	
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	Provisionof1videographer/photographerto cover the tour**Allassigned/deployedpersonnelbythetouroperatormusthaveanegativeRT-PCRtestresulttaken48hourspriortothe	

	event. (testing fee c/o tour operator)	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 the group for the duration of the trip. *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)	<ul> <li>Notes:</li> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>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</li> </ul>
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul> <li>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</li> <li>Provision of pocket wifi for the participants for the duration of the trip</li> </ul>	

	<b>F 4: CEBU</b> – KATA Agents Familiarization	ABC Php 2,144,560.00
	Trip	
Indicative dates: 1 <sup>st</sup> Qua	rter 2023 – End of Janury or 1 <sup>st</sup>	
week	of February)	
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	<ul> <li>a. Total number of participants: 13 participants</li> <li>10 participants</li> <li>1 DOT Korea</li> <li>2 TPB</li> </ul>	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
	b. Minimum Pax	per pax.
II. TRANSPORTATION	Guarantee: 5 pax 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
	<ul> <li>b. Domestic roundtrip airtickets for 2 TPB</li> <li>Officers (Manila – Cebu – Manila)</li> </ul>	Notes: - Preferred Airline: Philippine Airlines - Inclusions: Regular economy Rebookable, reroutable, refundable

		o With 20 km
		<ul> <li>With 20 kgs.</li> </ul>
		baggage
		allowance
		• With insurance
		<ul> <li>Inclusive of all</li> </ul>
		applicable taxes
C.		Notes:
	minibus and 1 luggage	- Assigned Drivers
	van for the whole	should have a
	duration of the trip	negative RT-PCR
	- Vehicles maintained	(COVID-19) test 48
	in accordance with	hours before the tour
	Philippine laws on	proper c/o supplier.
	technical safety	- Driver should have a
	requirements of	strong navigation
	vehicles	skills, uniformed,
	- Comply with IATF	presentable and
	protocols/guidelines	experienced in
	on safety, capacity,	interacting with
	and coverage; daily	foreign guests.
	disinfection of	0.0
	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	
	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	- Must be DOT-	Notes:
	Accredited	Preferred hotel/resort
	establishment	Shangri-la Mactan
L	1	1

	<ul> <li>Must be in a deluxe room category with breakfast</li> <li>13 single occupancy</li> <li>Room nights: 4 nights</li> </ul>	*check-in dates will be provided upon finalization of the itinerary
V. MEALS AND BEVERAGES	<ul> <li>Provision of meals and beverages for 13 pax for the whole duration of the trip <ul> <li>a. Breakfast – packed to be arranged, if applicable)</li> <li>b. AM and PM Snacks – Php 500/pax</li> <li>c. Lunch – Php 1,200/pax</li> <li>d. Dinner – Php 2,000/pax</li> </ul> </li> </ul>	<ul> <li>Notes:</li> <li>One round of non- alcoholic beverage per meal</li> <li>TPB representative to finalize the final order per meal based on the itinerary.</li> <li>Ensure provision of dietary requirements</li> <li>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	<ul> <li>Notes:</li> <li>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.</li> <li>Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or</li> </ul>

		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	<ul> <li>Provision of incentivized sustainable tour kits for 13 pax to include the following:</li> <li>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging <ul> <li>500 ml reusable water tumbler</li> <li>Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard</li> <li>One (1) pack of facial tissue</li> <li>One (1) pack wet wipes (biodegradable bamboo fiber material)</li> <li>50 ml. of 70% isopropyl alcohol in spray bottle</li> <li>Hand sanitizer</li> <li>Disinfectant wipes</li> <li>Mints</li> <li>Mosquito repellant in spray</li> </ul> </li> </ul>	

VIII. CURATED	<ul> <li>Sunblock</li> <li>Disposable hooded emergency raincoat</li> <li>One (1) sun visor/hat</li> <li>Cold towels</li> <li>Customized luggage tags (design is subject for TPB's approval)</li> <li>Personal Health/First Aid Kit for 13 pax to include at least 6 pieces of the following medicines</li> <li>Antacid for upset stomach</li> <li>Paracetamol for headache and fever</li> <li>Antihistamine for allergies</li> <li>Loperamide for diarrhea</li> <li>Meclizine hydrochloride for motion sickness</li> <li>Ibuprofen for pain reliever</li> </ul>	Notes:
SUSTAINABLE DESTINATION- BASED GIVEAWAYS	sustainable destination- based giveaways for 13 pax @ Php 1,500 each	<ul> <li>Placing of tour operator/supplier's logo is not allowed</li> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul>
IX.TOUR SIGNAGES AND BANNER	<ul> <li>Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided.</li> <li>Provision of post-tour banner for group picture</li> </ul>	<ul> <li>Notes:</li> <li>Placing of tour operator/supplier's logo is not allowed</li> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul>

X. SERVICES OF A LICENSED DOT- ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER XI. RT-PCR TESTS	<ul> <li>Provision of a licensed DOT-accredited English/Korean</li> <li>speaking Tour guide or DOT-accredited English speaking</li> <li>tour guide with Korean</li> <li>interpreter with the</li> <li>following qualifications: <ul> <li>Must be expert or</li> <li>familiar of the</li> <li>destination</li> <li>Must be fluent and</li> <li>conversant in English</li> <li>and Korean</li> <li>Must have an in-depth</li> <li>knowledge of</li> <li>Philippines</li> </ul> </li> <li>Provision of RT-PCR test for</li> <li>11 pax taken 48 hours prior</li> <li>to their departure in the</li> </ul>	Note: 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)
XII. TOUR DOCUMENTATION	Provision of 1 videographer/photographer to cover the tour * 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)	<ul> <li>Notes:</li> <li>Submit a 3-minute SDE video covering the whole duration of the trip</li> <li>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)</li> </ul>
XIII. TOUR COORDINATOR	Provision of one (1) tour coordinator to accompany	Notes: - Tour coordinator must have at least

	the group for the duration of the trip. *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)	<ul> <li>three (3) years of relevant experience.</li> <li>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</li> </ul>
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul> <li>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</li> <li>Provision of pocket wifi for the participants for</li> </ul>	

Group: TPB/DOT Korea –	– <b>MANILA - BOHOL</b> PSP Graduates Familiarizatior Trip anuary – 03 February 2023	ABC Php 1,861,860.00
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	<ul> <li>a. Total number of participants: 13 participants</li> <li>10 participants</li> <li>1 DOT Korea</li> <li>2 TPB</li> </ul>	Note: For excess in the number of participants, the winning tour operator shall charge the TPB- based on the rate of the

	b. Minimum Pax	tour package computed
	Guarantee: 5 pax	per pax.
II. TRANSPORTATION	<ul> <li>a. International roundtrip airticket (Incheon – Clark-Bohol- Incheon) for 11 pax inclusive of all applicable airline taxes and surcharges</li> </ul>	<ul> <li>Preferred airlines: <ul> <li>Philippine Airlines</li> </ul> </li> <li>Notes: <ul> <li>Regular economy</li> <li>Rebookable,</li> <li>reroutable,</li> <li>refundable</li> </ul> </li> <li>With 20 kgs. baggage allowance</li> <li>With insurance</li> <li>Inclusive of all applicable taxes</li> </ul>
	<ul> <li>b. Domestic roundtrip airtickets for 2 TPB Officers (Manila – Bohol – Manila)</li> </ul>	<ul> <li>Notes:</li> <li>Preferred Airlines: <ul> <li>Philippine Airlines</li> </ul> </li> <li>Inclusions: <ul> <li>Regular economy</li> <li>Rebookable,</li> <li>reroutable,</li> <li>refundable</li> </ul> </li> <li>With 20 kgs. <ul> <li>baggage</li> <li>allowance</li> <li>With insurance</li> <li>Inclusive of all</li> <li>applicable taxes</li> </ul> </li> </ul>
	<ul> <li>c. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip <ul> <li>Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles</li> </ul> </li> </ul>	taken 48 hours before the tour proper c/o supplier.

- Comply with IATF	presentable	and
protocols/guidelines	experienced	in
on safety, capacity,	interacting	with
and coverage; daily	foreign guests.	
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		

	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> <li>Must be DOT- Accredited establishment</li> <li>Must be in a deluxe room category with breakfast</li> <li>13 single occupancy</li> <li>Room nights: 4 nights</li> </ul>	Notes: Preferred hotel/resort a. Clark – Quest Hotel b. Manila – Conrad Hotel c. Bohol – Henann Panglao *check-in dates will be provided upon finalization of the itinerary
V. MEALS AND BEVERAGES	<ul> <li>Provision of meals and</li> <li>beverages for 13 pax for the</li> <li>whole duration of the trip</li> <li>a. Breakfast – packed to</li> <li>be arranged, if</li> <li>applicable)</li> <li>b. AM and PM Snacks –</li> <li>Php 500/pax</li> </ul>	<ul> <li>Notes:</li> <li>One round of non- alcoholic beverage per meal</li> <li>TPB representative to finalize the final order per meal</li> </ul>

	c. Lunch – Php 1,200/pax d. Dinner – Php 2,000/pax	<ul> <li>based on the itinerary.</li> <li>Ensure provision of dietary requirements</li> <li>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
VI. ITINERARY	Provision of interactive / experiential tours and activities for 13 pax	<ul> <li>Notes:</li> <li>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.</li> <li>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</li> <li>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</li> </ul>

		unit overseeing the destination.
VII. TOUR KITS	<ul> <li>Provision of incentivized sustainable tour kits for 13 pax to include the following:</li> <li>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging <ul> <li>500 ml reusable water tumbler</li> <li>Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard</li> <li>One (1) pack of facial tissue</li> <li>One (1) pack wet wipes (biodegradable bamboo fiber material)</li> <li>50 ml. of 70% isopropyl alcohol in spray bottle</li> <li>Hand sanitizer</li> <li>Disinfectant wipes</li> <li>Mints</li> <li>Mosquito repellant in spray</li> <li>Sunblock</li> <li>Disposable hooded emergency raincoat</li> <li>One (1) sun visor/hat</li> <li>Cold towels</li> <li>Customized luggage tags (design is subject for TPB's approval)</li> </ul> </li> </ul>	

	<ul> <li>least 6 pieces of the following medicines</li> <li>Antacid for upset stomach</li> <li>Paracetamol for headache and fever</li> <li>Antihistamine for allergies</li> <li>Loperamide for diarrhea</li> <li>Meclizine hydrochloride for motion sickness</li> <li>Ibuprofen for pain reliever</li> </ul>	
VIII. CURATED SUSTAINABLE DESTINATION- BASED GIVEAWAYS	Provision of curated sustainable destination- based giveaways for 13 pax @ Php 1,500 each	Notes: - 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> <li>Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided.</li> <li>Provision of post-tour banner for group picture</li> </ul>	Notes: - 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: • Must be expert or familiar of the destination	Note: 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)

XI. RT-PCR TESTS XII. TOUR DOCUMENTATION	<ul> <li>Must be fluent and conversant in English and Korean</li> <li>Must have an in-depth knowledge of Philippines</li> <li>Provision of RT-PCR test for 11 pax taken 48 hours prior to their departure in the Philippines</li> <li>Provision of 1 videographer/photographer to cover the tour</li> <li>* 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)</li> </ul>	Notes: - 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 the group for the duration of the trip. *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)	<ul> <li>Notes:</li> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth</li> </ul>

		implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul> <li>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</li> <li>Provision of pocket wifi for the participants for the duration of the trip</li> </ul>	

		ABC
	LOT 6: BORACAY	
Group: TPB/DOT Korea – Media Familiarization Trip		Php 1,277,650.00
Indicative Date	e: 9-12 January 2023	
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	a. Total number of	Note:
	participants: 8	For excess in the number
	participants	of participants, the
	6 participants	winning tour operator
	• 1 DOT Korea	shall charge the TPB-
	• 1 TPB	based on the rate of the
		tour package computed
	b. Minimum Pax	per pax.
	Guarantee: 5 pax	
II. TRANSPORTATION	a. International roundtrip	Preferred Airlines:
	airticket (Incheon –	- Philippine Airlines
	Kalibo Incheon) for 7	- JinAir
	pax inclusive of all	
	applicable airline taxes	Notes:
	and surcharges	- Regular economy
		- Rebookable,
		reroutable,
		refundable
		- With 20 kgs. baggage allowance

		With incurrence
		- With insurance
		Inclusive of all applicable
	Demostic new litit	taxes
b.	Domestic roundtrip	Notes:
	airtickets for 1 TPB	Preferred Ariline:
	Officers (Manila – Kalibo	Philippine Airlines
	or Caticlan – Manila)	
		Inclusions
		- Regular economy
		- Rebookable,
		reroutable,
		refundable
		- With 20 kgs. baggage
		allowance
		- With insurance
		- Inclusive of all
		applicable taxes
C.	1 unit of coaster or	Notes:
	minibus and 1 luggage	- Assigned Drivers
	van for the whole	should have a
	duration of the trip	negative RT-PCR
	- Vehicles maintained	(COVID-19) test result
	in accordance with	taken 48 hours before
	Philippine laws on	the tour proper c/o
	technical safety	supplier.
	requirements of	- Driver should have a
	vehicles	strong navigation
	- Comply with IATF	skills, uniformed,
	protocols/guidelines	presentable and
	on safety, capacity,	experienced in
	and coverage; daily	interacting with
	disinfection of	foreign guests.
	vehicle; ensure	
	cleanliness at all	
	times	
	- Vehicle year model	
	must be at least	
	2018 or newer;	
	should the vehicle	
	develop any	

Г		
	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,	
	_	
	parking fee, toll fee,	
	other consumable	
	cost and other	

	related on-site	
III. TRAVEL INSURANCE	expenses. Provision of Comprehensive Travel Insurance with medical coverage for COVID- 19 for 8 pax	
IV.ACCOMMODATION	<ul> <li>Must be DOT- Accredited establishment</li> <li>Must be in a deluxe room category with breakfast</li> <li>8 single occupancy</li> <li>Room nights: 4 nights</li> </ul>	Notes: Preferred hotel/resort - Henann Crystal Sands Boracay - The Lind Boracay - Discovery Shores *check-in dates will be provided upon finalization of the itinerary
V. MEALS AND BEVERAGES	<ul> <li>Provision of meals and beverages for 8 pax for the whole duration of the trip <ul> <li>a. Breakfast – packed to be arranged, if applicable)</li> <li>b. AM and PM Snacks – Php 500/pax</li> <li>c. Lunch – Php 1,200/pax</li> <li>d. Dinner – Php 2,000/pax</li> </ul> </li> </ul>	<ul> <li>Notes: <ul> <li>One round of nonalcoholic beverage per meal</li> <li>TPB representative to finalize the final order per meal based on the itinerary.</li> <li>Ensure provision of dietary requirements</li> <li>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul> </li> </ul>
VI. ITINERARY	Provision of interactive / experiential tours and activities for 8 pax	Notes: - 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	<ul> <li>Provision of incentivized sustainable tour kits for 8 pax to include the following:</li> <li>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging <ul> <li>500 ml reusable water tumbler</li> <li>Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard</li> </ul> </li> </ul>	

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		<ul> <li>One (1) pack of facial tissue</li> </ul>	
		• One (1) pack wet wipes	
		(biodegradable bamboo	
		fiber material) o 50 ml. of 70% isopropyl	
		alcohol in spray bottle	
		<ul> <li>Hand sanitizer</li> </ul>	
		<ul> <li>Disinfectant wipes</li> </ul>	
		<ul> <li>Mints</li> </ul>	
		<ul> <li>Mosquito repellant in</li> </ul>	
		spray	
		<ul> <li>Sunblock</li> <li>Disposable hooded</li> </ul>	
		<ul> <li>Disposable hooded emergency raincoat</li> </ul>	
		<ul> <li>One (1) sun visor/hat</li> </ul>	
		<ul> <li>Cold towels</li> </ul>	
		<ul> <li>Customized luggage</li> </ul>	
		tags (design is subject	
		for TPB's approval)	
		b. Personal Health/First Aid	
		Kit for 8 pax to include at	
		least 6 pieces of the	
		following medicines	
		<ul> <li>Antacid for upset</li> </ul>	
		stomach	
		<ul> <li>Paracetamol for boadache and fover</li> </ul>	
		<ul> <li>headache and fever</li> <li>Antihistamine for</li> </ul>	
		allergies	
		<ul> <li>Loperamide for diarrhea</li> </ul>	
		• Meclizine hydrochloride	
		for motion sickness	
		<ul> <li>Ibuprofen for pain</li> </ul>	
		reliever	Netza
VIII.	CURATED SUSTAINABLE	Provision of curated sustainable destination-	Notes:
	DESTINATION-	based giveaways for 8 pax	<ul> <li>Placing of tour operator/supplier's</li> </ul>
	BASED GIVEAWAYS	@ Php 1,500 each	logo is not allowed
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IX.TOUR SIGNAGES AND BANNER	<ul> <li>Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided.</li> <li>Provision of post-tour banner for group picture</li> </ul>	<ul> <li>Proposed giveaways and designs are subject for TPB's approval</li> <li>Notes:         <ul> <li>Placing of tour operator/supplier's logo is not allowed</li> <li>Proposed giveaways and designs are subject for TPB's</li> </ul> </li> </ul>
X. SERVICES OF A LICENSED DOT- ACCREDITED ENGLISH/KOREAN SPEAKING TOUR GUIDE/ INTERPRETER	<ul> <li>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> <li>Must be expert or familiar of the destination</li> <li>Must be fluent and conversant in English and Korean</li> <li>Must have an in-depth knowledge of Philippines</li> </ul> </li> </ul>	approval Note: 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)
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	Provisionof1videographer/photographerto cover the tour**Allassigned/deployedpersonnelbythetouroperatormusthaveanegativeRT-PCRtestresult	Notes: - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output

	taken 48 hours prior to the event. (testing fee c/o tour operator)	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 the group for the duration of the trip. *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)	<ul> <li>Notes:</li> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>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</li> </ul>
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul> <li>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</li> <li>Provision of pocket wifi for the participants for the duration of the trip</li> </ul>	

LOT	ABC	
•	Group: TPB/DOT Korea – Social Media Influencer	
Familia		
	ative Date :	
DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	<ul> <li>a. Total number of participants: 8 participants</li> <li>6 participants</li> <li>1 DOT Korea</li> </ul>	Note: For excess in the number of participants, the winning tour operator shall charge the TPB- based on the rate of the
	<ul> <li>1 TPB</li> <li>b. Minimum Pax Guarantee: 5 pax</li> </ul>	tour package computed per pax.
II. TRANSPORTATION	<ul> <li>a. International roundtrip airticket (Incheon – Bohol- Incheon) for 7 pax inclusive of all applicable airline taxes and surcharges</li> </ul>	<ul> <li>Preferred airlines –</li> <li>Philippine Airlines</li> <li>Inclusions: <ul> <li>Regular economy</li> <li>Rebookable,</li> <li>reroutable,</li> <li>refundable</li> </ul> </li> <li>With 20 kgs. baggage <ul> <li>allowance</li> <li>With insurance</li> </ul> </li> <li>Inclusive of all applicable <ul> <li>taxes</li> </ul> </li> </ul>
	<ul> <li>b. Domestic roundtrip airtickets for 1 TPB Officers (Manila – Bohol – Manila)</li> </ul>	Notes: Preferred Airline: Philippine Airlines Inclusions: - Regular economy - Rebookable, reroutable, refundable - With 20 kgs. baggage allowance - With insurance

	- Inclusive of all
	applicable taxes
c. 1 unit of coaster or	Notes:
minibus and 1 luggage	- Assigned Drivers
van for the whole	should have a
duration of the trip	negative RT-PCR
- Vehicles maintained	(COVID-19) test result
in accordance with	taken 48 hours before
Philippine laws on	the tour proper c/o
technical safety	supplier.
requirements of	- Driver should have a
vehicles	strong navigation
- Comply with IATF	skills, uniformed,
protocols/guidelines	presentable and
on safety, capacity,	experienced in
and coverage; daily	interacting with
disinfection of	foreign guests.
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	
with universal	

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	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 related on-site	
	expenses.	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with	
	medical coverage for COVID- 19 for 8 pax	
IV.ACCOMMODATION	- Must be DOT-	Notes:
	Accredited	Preferred hotel/resort
	establishment	- Henann Panglao
	- Must be in a deluxe	*check-in dates will be
	room category with	provided upon
	breakfast	finalization of the
	- 8 single occupancy	itinerary
	- Room nights: 4 nights	
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V. MEALS AND BEVERAGES	Provision of meals and beverages for 8 pax for the whole duration of the trip 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	<ul> <li>Notes:</li> <li>One round of non- alcoholic beverage per meal</li> <li>TPB representative to finalize the final order per meal based on the itinerary.</li> <li>Ensure provision of dietary requirements</li> <li>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
VI. ITINERARY	Provision of interactive / experiential tours and activities for 8 pax	<ul> <li>Notes:</li> <li>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.</li> <li>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</li> <li>The final itinerary should be approved by the TPB</li> </ul>

		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 8	
	pax to include the following:	
	a. Hygienic Kits placed in	
	reusable drawstring bags,	
	cacha bags or in sustainable packaging	
	$\circ$ 500 ml reusable water	
	tumbler	
	<ul> <li>Two (2) pieces</li> </ul>	
	individually wrapped	
	disposable KN-95 masks	
	per day with lanyard	
	<ul> <li>One (1) pack of facial</li> </ul>	
	tissue	
	<ul> <li>One (1) pack wet wipes</li> <li>(biodegradable bamboo)</li> </ul>	
	fiber material)	
	<ul> <li>50 ml. of 70% isopropyl</li> </ul>	
	alcohol in spray bottle	
	<ul> <li>Hand sanitizer</li> </ul>	
	<ul> <li>Disinfectant wipes</li> </ul>	
	<ul> <li>Mints</li> </ul>	
	<ul> <li>Mosquito repellant in</li> </ul>	
	spray	
	<ul> <li>Sunblock</li> <li>Disposable hooded</li> </ul>	
	emergency raincoat	
	<ul> <li>One (1) sun visor/hat</li> </ul>	
	<ul> <li>Cold towels</li> </ul>	

		Customics 11	1	
		<ul> <li>Customized luggage tags (design is subject</li> </ul>		
		for TPB's approval)		
b. Per Kit for least follow o A st o Pr h o A al o Lo o N for		<ul> <li>stomach</li> <li>Paracetamol for headache and fever</li> <li>Antihistamine for allergies</li> <li>Loperamide for diarrhea</li> <li>Meclizine hydrochloride for motion sickness</li> <li>Ibuprofen for pain</li> </ul>		
		reliever		
VIII.	CURATED	Provision of curated	Notes:	
	SUSTAINABLE	sustainable destination-	- Placing of tour	
	<b>DESTINATION-</b>	based giveaways for 8 pax	operator/supplier's	
	BASED	@ Php 1,500 each	logo is not allowed	
	GIVEAWAYS		<ul> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul>	
IX.OUR S	IGNAGES AND	- Provision of vehicle	Notes:	
BANN		<ul> <li>banners, identifiers for the delegates, lollipop signages for the tour guided.</li> <li>Provision of post-tour banner for group picture</li> </ul>	<ul> <li>Placing of tour operator/supplier's logo is not allowed</li> <li>Proposed giveaways and designs are subject for TPB's approval</li> </ul>	
X. SERVI		Provision of a licensed DOT-	Note:	
LICENSED DOT-		accredited English/Korean		
ACCREDITED		speaking Tour guide or DOT-	All assigned/deployed	
ENGLI	SH/KOREAN	accredited English speaking tour guide with Korean	personnel by the tour operator must have a	
·		-		

SPEAKING TOUR GUIDE/ INTERPRETER	<ul> <li>interpreter with the</li> <li>following qualifications: <ul> <li>Must be expert or</li> <li>familiar of the</li> <li>destination</li> </ul> </li> <li>Must be fluent and</li> <li>conversant in English</li> <li>and Korean</li> <li>Must have an in-depth</li> <li>knowledge of</li> <li>Philippines</li> </ul>	negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)
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	Provision of 1 videographer/photographer to cover the tour * 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)	<ul> <li>Notes:</li> <li>Submit a 3-minute SDE video covering the whole duration of the trip</li> <li>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)</li> </ul>
XIII. TOUR COORDINATOR	Provision of one (1) tour coordinator to accompany the group for the duration of the trip. *All assigned/deployed personnel by the tour operator must have a	<ul> <li>Notes:</li> <li>Tour coordinator must have at least three (3) years of relevant experience.</li> <li>Tour coordinator and tour guide shall work in close coordination</li> </ul>

	negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)	with the TPB Project Officer on all other matters required for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul> <li>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</li> <li>Provision of pocket wifi for the participants for the duration of the trip</li> </ul>	

# 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	13 pax
Indicative dates 17-21 November 2022	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – Hanatour Agents	
Familiarization Trip	
LOT 2: MANILA AND ENVIRONS	13 pax
Indicative dates: 23-27 November 2022	(10 participants + 1 DOT Korea + 2 TPB)
Group: TPB/DOT Korea – Philippine Airlines	
Agents Golf Familiarization Trip	
LOT 3: CEBU-BOHOL	13 pax
Indicative dates: 30 November – 04	(10 participants + 1 DOT Korea + 2
December 2022	трв)

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

## 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;
- 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 abovementioned 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	<b>First tranche:</b> Bookings and reservations of all deliverables indicated in the Terms of Reference (accommodation,transportation, guides, activities, etc.)	15% of the total contract price
	<b>Second tranche:</b> After successful implementation of the Familiarization Trip	75% of the total contract price

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

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 SENERESContact Nos.: 02 8 525 9318 loc. 292Email: anjella calzado@tpb.gov.phanjella calzado@tpb.gov.ph