

SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TOUR WITH THE ADVENTURE KING MEDIA INVITATIONAL TOUR

SCOPE OF WORKS

As of 02 November 2022

I. BACKGROUND

According to the study conducted by Japan's Ministry of Internal Affairs and Communications in 2021, 89.8% of Japan's population use the internet to avail of different internet-based services such as internet shopping (73.4). 57.9% search for information and news articles while 48.6% avail of the social networking services.

As of April 2022, there are 90 million users of Line, 65 million on YouTube, 45 million on Twitter, 33 million on Instagram, and 26 million on Facebook.

Moreover, according to the Ab-road Market Survey of Overseas Travel 2019, a lion's share of travelers used the internet either via pc (69.2%) or via smartphones/tablets/devices (33.1%) when looking for a travel destination.

Because of this, it is necessary as a tourism marketing strategy to populate the internet with visually attractive content that will target the engagement of more than 80 million social media users in Japan who could also be prospective travelers.

To further enhance the positioning of the country as a tourist destination for the Japanese market, PDOT Tokyo/TPB is partnering with a Japanese travel media called Adventure King, an online publication catering to young, affluent Japanese.

Adventure King would like to feature Palawan's Flower Island and Negros Island in their online publications. Based on the result of this familiarization trip, Adventure King would like to organize two special tour packages for their subscribers.

The Adventure King Media Invitational Tour is scheduled on 27 January-03 February 2023 in Negros Occidental, Palawan and Manila.

The objectives of the invitational tour are as follows:

- To create awareness of the Philippines (Manila, Palawan and Negros Occidental) as the next destination to visit;

- To ensure that the Philippines remain on the top of mind of Japanese travelers for their next destination when they travel overseas; and
- To create digital materials that can easily be shared online.

II. DETAILS OF THE EVENT

Date : **27 January-03 February 2023 (indicative dates)**

Venue : Negros Occidental, Palawan and Manila

Total No. of Participants : 5 pax

Including (1) TPB Officer

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for small value procurement based on one (1) lot identified below:

III. SCOPE OF WORKS/DELIVERABLES

(5D/4N)	<u>NEGROS OCCIDENTAL, PALAWAN AND MANILA</u>	ABC PHP 999,900.00
Lot 1: Negros Occidental, Palawan and Manila 27 January-03 February 2023 (indicative dates)	<u>Number of participants:</u> 5 pax (inclusive of three (3) guests, one (1) DOT Tokyo staff, and one (1) TPB officer) I. AIR TICKETS A. Roundtrip International airline tickets (Narita-Manila) via PR 431 and (Manila-Haneda) via PR 422 – regular economy class, re-bookable, re-routable with 20 kilos baggage allowance for four (4) pax B. Roundtrip Domestic airline tickets (Manila-Bacolod) via PR 2137 and (Bacolod-Manila) via PR 2130 – regular economy class, re-bookable, re-routable with 20 kilos baggage allowance for five (5) pax	PHP 999,900.00

	<p>C. Roundtrip Domestic airline tickets (Manila-El Nido) via T60130 and (El Nido-Manila) via T60127– regular economy class, re-bookable, re-routable with 20 kilos baggage allowance for five (5) pax</p> <p>II. TRANSPORTATION</p> <p>D. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <p>Type of Transportation (in Negros Occidental, Palawan and Manila):</p> <ol style="list-style-type: none"> 1. One (1) coaster with vehicle year model at least 2018 or newer; 2. One (1) additional van for luggage with vehicle year model at least 2018 or newer (inclusive of driver and gas) <ul style="list-style-type: none"> • <i>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.</i> • <i>Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> • <i>Must be equipped</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters)</i> - <i>With universal van sliding windows and safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> • <i>Maximum use 15 hours per day inclusive of overtime and driver's fee</i> 	
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	<ul style="list-style-type: none"> • <i>Necessary expenses to cover all expenses including driver's fee, as well as his food, RT-PCR/border antigen tests, PPEs, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, other consumable costs, and other related expenses, will be covered by the tour operator, payment of toll fees and parking fees.</i> • <i>Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests</i> <p>E. Speed Boat transfers from Sibaltan Pier to Flower Island and vice-versa that can accommodate ten (10) pax</p> <p>III. INSURANCE</p> <p>F. Comprehensive travel insurance for 5 pax (guests, DOT, and TPB representatives) with Php 1 Million medical coverage for COVID-19</p> <p>IV. ACCOMMODATION</p> <p>G. Room Accommodation</p> <p>Provision of three (3) rooms based on single occupancy and 1 room based on twin-sharing occupancy in a deluxe room category or its equivalent room category with breakfast</p> <p>1. <i>Negros Occidental leg:</i> Check-in dates: 27-30 January 2023 Room nights: 3 nights Preferred hotel: Seda Capitol Central</p>	
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	<p>2. <i>Palawan</i> leg: Check-in dates: 30 January-01 February 2023 Room nights: 2 nights Preferred hotel: Flower Island Resort</p> <p>3. <i>Manila</i> leg: Check-in dates: 01-03 February 2023 Room nights: 2 nights Preferred hotel: The Peninsula Manila</p> <p>V. MEALS</p> <p>H. Meals and beverages for the whole duration of the trip for 5 pax:</p> <p>Lunch and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks, and one can or bottle of beer)</p> <p>a. Seven (7) Lunch with at least Php 35,000.00 (Php 1,000/pax/meal) b. Seven (7) Dinner with at least Php 52,500.00 (Php 1,500/pax/meal)</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Please provide a breakdown per person per meal per day.</i> • <i>Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.</i> • <i>If plated meal, there should be at least 3 viands</i> 	
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	<p>VI. TOURS</p> <p>I. Interactive/experiential tours and activities preferred for five (5) pax (see attached itinerary)</p> <p>The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination)</p> <p>J. Incentivized tour kit/travel necessities per pax – surgical masks (at least 2 per day), tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, towel, sunscreen, and reusable tumbler (at least 24 oz.)</p> <p>K. Banners (for group picture) and appropriate signage, design/specs subject to TPB’s approval</p> <p>VII. COORDINATOR</p> <p>L. Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> • <i>Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal.</i> 	
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	<p>VIII. TOUR GUIDE</p> <p>M. Licensed DOT-accredited Japanese-speaking Tour Guide familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. Must have handled at least (1) foreign tour group.</p> <p>One (1) Japanese-speaking tour guide based in Manila</p> <p><i>Note: All assigned personnel of the service provider should have a negative RT-PCR Test c/o of supplier/bidder (tour coordinator, tour guide, and driver)</i></p> <p>IX. MISCELLANEOUS EXPENSES</p> <p>N. Provision for on-site related expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, snacks, gasoline, water expenses, etc.)</p> <p>O. First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p>	
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IV. DELIVERY TERM

A tour operator to provide the mentioned services from **27 January – 03 February 2023 (indicative dates)**. *(Please see attached itinerary)*

V. OTHER ADDITIONAL TECHNICAL REQUIREMENTS

1. Assistance in preparing/securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications. Provide an alternative itinerary, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.
3. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
4. ***Tour activities and/or schedules/dates may still be changed*** based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.
5. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.
6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB ***based on the actual cost per pax***.
7. Submit a certificate of undertaking that the tour operator company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.

VI. QUALIFICATION OF BIDDERS

1. Must have expertise in organizing and coordinating travel arrangements, specifically within Region VI, IV-B and NCR;
2. Must have a minimum of 5 years' experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes;
3. Must have a minimum of 5 years' experience in the conveyance of passengers, particularly tourists, both local and foreign
4. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal).
5. A list of ongoing and completed tours conducted in the past three (3) years including international groups.

VII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **NINE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED PESOS ONLY (PHP 999,900.00)** inclusive of all applicable taxes and fees, provided that the amount of bid does not exceed the aforementioned approved budget.

VIII. TERMS OF PAYMENT

- Must be 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 in accordance with prevailing accounting and auditing rules and regulations.
- Full payment will be on the send-bill arrangement statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

MARIA DOLORES R. APAREJADO
Division Chief, North Asia Division
International Promotions Department
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The supplier will be paid once the travel is completed.

The supplier is encouraged 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.

IX. CONTRACT DURATION

Upon receipt of NTP until the full/complete delivery of requirements.

X. CONTACT PERSONS

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