

## TECHNICAL SPECIFICATIONS

### SERVICES OF A TOUR OPERATOR “PHILIPPINE TRAVEL MEISTER FAMILIARIZATION TOUR”

20-24 April 2023 (*indicative dates*)

Manila and its Suburbs

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#### I. BACKGROUND

The Philippine Department of Tourism Tokyo office is organizing a familiarization tour for the Philippine Meisters to update their knowledge of the Philippines.

The Philippine Travel Meister Examination was held in 2021 to create a group of people who could help promote the Philippines through word of mouth.

The examination was held from 01 to 21 July 2021, where a total of 1,271 individuals took the exam. Out of the examinees, 717 people passed, exceeding the target of 500 examinees and 300 exam passers. A big bulk of the examinees were those in their 20's to 50's. The biggest share was of those in their 30's with 29%, followed by those in their 40's with 24% share. People in their 20's had a 21% share while 18% of the share is for those who are in their 50's.

#### II. OBJECTIVES

The objectives of the invitational tour are as follows:

- To develop visual and creative contents that can be used to promote Manila in Japan;
- To boost the popularity of Manila as a cultural tourism destination;
- To highlight culinary facilities/restaurants and introduce the country as a culinary destination; and
- To promote Filipino cultural inheritance.

#### III. SCOPE OF WORK/SERVICES

Date	:	<b>20-24 April 2023 (indicative dates)</b>
Venue	:	Manila and its Suburbs
Total No. of Participants	:	7 pax

Including (1) TPB Officer

<b>(5D/4N)</b>	<b>BOHOL AND MANILA</b>	<b>ABC PHP 998,000.00</b>
<p><b>MANILA AND ITS SUBURBS</b></p> <p><b>20 – 24 April 2023</b> <i>(indicative dates)</i></p>	<p><u>Number of participants:</u> Seven (7) pax (inclusive of one DOT Tokyo staff, one TPB officer, one PR company representative, the official travel meister navigator: Ms. Maria Theresa Gow, and three (3) Philippine meisters to be selected through a raffle)</p> <p><b>I. AIR TICKETS, TAXES AND SURCHARGES</b></p> <p><b>A. International air tickets of participants @</b> Php 55,000/pax x 6 pax (international delegates only) (Tokyo-Manila-Tokyo)</p> <p><b>II. TRANSPORTATION</b></p> <p><b>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</b></p> <p>Type of Transportation (in Manila and Tagaytay):</p> <ol style="list-style-type: none"> <li>1. One (1) coaster with vehicle year model at least 2018 or newer;</li> <li>2. One (1) additional van for luggage with vehicle year model at least 2018 or newer (inclusive of driver and gas)</li> </ol> <ul style="list-style-type: none"> <li>• <i>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.</i></li> <li>• <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></li> </ul>	

- *Must be equipped*
  - *Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters)*
  - *With universal van sliding windows and safety belts for all seats*
  - *GPS or Waze and charge units for phones*
- *Maximum use 15 hours per day inclusive of overtime and driver's fee*
- *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.*
- *Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.*
- *Must be DOT-accredited*

### **III. INSURANCE**

**C. Comprehensive travel insurance for 7 pax** (guests, TPB, and DOT representatives) with Php 1,000,000.00 medical coverage for COVID-19

### **IV. ACCOMMODATION**

#### **D. Room Accommodation**

Provision of **7 rooms** based on single occupancy in a deluxe room category or its equivalent room category with

	<p>breakfast in at least four-to-five-star DOT-accredited property with upscale facilities</p> <p>Check-in dates: 20 – 24 April 2023  Room nights: 4 nights  Preferred hotel: Shangri-la The Fort, Manila</p> <ul style="list-style-type: none"> <li>• <i>Provision for early check-in and/or late checkout based on the itinerary.</i></li> <li>• <i>Preferably with welcome amenities in the room upon check-in.</i></li> </ul> <p><b>V. MEALS</b></p> <p><b>E. Meals and beverages for the whole duration of the trip for 7 pax:</b></p> <p>Lunch, dinner, and snacks 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> <ol style="list-style-type: none"> <li>Five (5) Lunch with at least Php 52,500.00 (Php 1,500/pax/meal)</li> <li>Four (4) Dinner with at least Php 70,000.00 (Php 2,500/pax/meal)</li> <li>Snacks with at least Php 17,500.00 (Php 500/pax/day)</li> </ol> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>• <i>Please provide a breakdown per person per meal per day.</i></li> <li>• <i>Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal.</i></li> <li>• <i>If plated meal, there should be at least 3 viands.</i></li> </ul>	
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- *Must be able to accommodate guests with dietary restrictions (i.e. halal and pork-free, vegetarian, diabetic, food allergies, etc.).*

## **VI. TOURS**

### **F. Interactive/experiential tours and activities preferred for 7 pax (see attached itinerary)**

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)

### **G. 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 and sustainable tumbler (at least 24 oz.)**

### **H. Banners (for group picture) and appropriate signage, design/specs subject to TPB's approval**

## **VII. TOUR COORDINATOR**

### **I. 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.**

*Notes:*

- Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal.

## VIII. TOUR GUIDE

**J. 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.

One (1) Japanese-speaking tour guide based in Manila

*Note: All assigned personnel of the service provider should have a negative RT-PCR Test c/o of supplier/bidder (tour coordinator, tour guide, photographer, and driver)*

## IX. MISCELLANEOUS EXPENSES

**K. Provision for on-site related expenses** amounting to at least PHP 29,000.00 (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.)

**L. 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.)

#### IV. PROJECT IMPLEMENTATION SCHEDULE

A tour operator to provide the mentioned services from **20 – 24 April 2023 (indicative dates)**. *(Please see attached itinerary)*

#### V. OTHER ADDITIONAL TECHNICAL/ELIGIBILITY 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.
8. Submit a Curriculum Vitae of the tour coordinator together with the bid proposal

#### QUALIFICATION OF BIDDERS

1. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal).

2. A list of completed government projects conducted in the past three (3) years including Japanese tour groups.

## **VI. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is **NINE HUNDRED NINETY-EIGHT THOUSAND PESOS ONLY (PHP 998,000.00)** inclusive of all applicable taxes and fees, provided that the amount of bid does not exceed the aforementioned approved budget.

## **VII. 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.
- 30 days upon receipt of SOA/billing
- 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 are 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.***

## **VIII. CONTRACT DURATION**



One-time engagement and shall commence upon receipt of the Notice to Proceed (NTP) until the full/complete delivery of requirements.

**IX. PROJECT OFFICERS CONTACT INFORMATION**

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