

## TECHNICAL SPECIFICATIONS

### **SERVICES OF A TOUR OPERATOR FOR THE IMPLEMENTATION OF THE CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM-2<sup>ND</sup> LEG: NATIVE TREE TREK IN LA MESA ECOPARK AND ENVIRONMENTAL SUPPORT TO THE SOUTHERN SIERRA MADRE MOUNTAINS, TANAY RIZAL**

#### **I. BACKGROUND:**

Following the success of the Corporate Social Responsibility (CSR) Program 2022-1st Leg in Zamboanga City last June, the Corporate Planning and Business Development Department (CPBDD) will conduct its 2nd leg of this year's CSR Program that is anchored on two of the program's pillars which are the environmental conservation and education. The said activity will be the 4th partnership of TPB with the Non-Governmental Organization (NGO), Haribon Foundation- an organization that was hatched in 1972 with the vision of celebrating people as stewards of nature. It is set to happen on 24-25 November 2022 in La Mesa Eco Park and in Tanay, Rizal with a target of forty (40) TPB volunteers.

Since 2015, TPB has been committed to pursuing green and sustainable tourism through its CSR Program. The program aims to create deeper environmental awareness and provide assistance to communities as partners in spreading sustainable tourism. There has been 26 CSR activities conducted from Luzon to Mindanao and for the 27<sup>th</sup> CSR Activity of TPB, it will be composed of various awareness training, educational and hands-on environmental activities such as an Online Learning Session, Native Tree Trek, Community Native Nursery Activity, and an Exclusive Tree Planting for the TPB volunteers.

#### **II. SCOPE OF WORK/SERVICES**

**DATE:** 24-25 November 2022 (subject to change without prior notice)

**NO. OF PARTICIPANTS:** 45 pax

- **TPB Volunteers:**  
-38 TPB Personnel
- **NGO Volunteers:**  
-5 volunteers
- **Blogger/Vlogger:**  
-1 Blogger/Vlogger  
-1 Videographer

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

REQUIREMENTS	PARTICULARS	REMARKS
<b>A. LAND TRANSPORTATION</b>	<ul style="list-style-type: none"> <li>• Whole 2-day rental of one (1) unit of bus with driver</li> <li>• 2018 model or not more than 5-year old.)</li> <li>• Adequate to transport 45-49 persons</li> <li>• Inclusive of fuel, toll, parking fees, overtime fees, and other related expenses</li> <li>• Inclusive of driver accommodation, meals and other expenses</li> </ul> <p>*See attached itinerary</p>	<ul style="list-style-type: none"> <li>a. Drivers should be fully-vaccinated with COVID-19 vaccines.</li> <li>b. Drivers should have strong navigation skills</li> <li>c. Fully air-conditioned, clean, comfortable, presentable, and in good running condition</li> <li>d. Must be equipped with a fire extinguisher, provision for cooler for H2O/drinks, umbrellas</li> <li>e. Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements</li> <li>f. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</li> <li>g. Draft Itinerary to be provided by TPB (subject to change without prior notice)</li> <li>h. Vehicle signage should be provided.</li> <li>i. Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>

<p><b>B. HOTEL ACCOMODATION</b></p>	<ul style="list-style-type: none"> <li>• <b>Twenty (20) Superior Twin Room</b> or its equivalent, Twin-Sharing (separate beds, if possible)</li> </ul> <p><b>Check-in: 24 November 2022</b> <b>Check-out: 25 November 2022</b></p>	<ul style="list-style-type: none"> <li>a. Preferably located within the 10 km. radius of Brgy.San Andres/Planting Site</li> <li>b. Able to allow late check in on 24 November and late check-out on 25 November 2022.</li> <li>c. Inclusive of <b>packed breakfast to be distributed as early as 4AM on 25 November 2022.</b></li> <li>d. Provision of hot and cold shower</li> <li>e. Complimentary Wi-Fi access per room</li> <li>f. Complimentary drinking water, replenished daily</li> <li>g. Complimentary Health Care Kits (alcohol, facemasks, etc.)</li> <li>h. In-room safe</li> </ul>
<p><b>C. MEALS</b></p>	<p>Tour Operator to arrange the following meals:</p> <p><b>Day 1 (24 November 2022):</b></p> <ul style="list-style-type: none"> <li>-AM Snacks with beverage for 40 pax (payment c/o TPB) Budget: PHP300.00/pax</li> <li>-Lunch (should be nearby the nursery site in Tanay Rizal. Payment c/o Tour Op.) Budget: PHP1,000/pax</li> <li>-PM Snacks with beverage for 45 pax (payment c/o TPB) Budget: PHP300.00/pax</li> <li>-Dinner at the Hotel/Other Restaurant (Payment c/o Tour Op) Budget: PHP1,200/pax</li> </ul> <p><b>Day 2 (25 November 2022):</b></p> <ul style="list-style-type: none"> <li>-Packed heavy breakfast with beverage for 40 pax to be distributed as early as 4AM.</li> <li>-AM Snack with beverage for 45 pax (Payment c/o TPB) Budget: PHP300.00/pax</li> <li>-Late Lunch at Hotel or other</li> </ul>	<ul style="list-style-type: none"> <li>a. Coordinate with Hotel and partnered NGO foundation for the meals arrangements.</li> <li>b. Meals c/o TPB will be paid via cash and must always be supported by official receipts with the following details:   <b>Name:</b> Tourism Promotions Board  <b>Address:</b> 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Boulevard, Manila  <b>TIN No.:</b> 000-803-542-000 </li> <li>c. Meals c/o Tour Op should already be included in the bill from Tour Op</li> <li>d. Preferably buffet lunch and dinner</li> <li>e. Menu should always have chicken, fish and vegetables dishes</li> <li>f. Location for lunch and dinner should be near the project sites or hotel</li> <li>g. Meal choices to be approved by TPB prior to the implementation of project</li> </ul>

	<p>restaurants (Payment c/o Tour Op) Budget: PHP1,000/pax</p> <p>-PM Snacks with beverage for 45 pax (payment c/o TPB) Budget: PHP300.00/pax</p>	
<b>D. COVID-19 ANTIGEN TEST KIT</b>	Provision of <b>2 boxes</b> of Covid-19 Antigen test kits for 40 pax	<p>a. To be distributed on 23 November 2022</p> <p>b. To be administered on 23 November (pre-event) and 25/26 November 2022 (post-event).</p>
<b>E. TOUR COORDINATOR/TOUR GUIDE</b>	<ul style="list-style-type: none"> <li>• Provision of two (2) tour coordinator/tour guide</li> <li>• Close coordination with Hotels and Restaurant and partnered NGO foundation.</li> <li>• To ensure special requests such as late check-in and check-out and packed breakfast, etc. are arranged with hotel/restaurant</li> <li>• To ensure restaurant reservations (if needed)</li> <li>• To ensure AM and PM Snacks are prepared and distributed on-time as per the itinerary</li> <li>• To recommend hotels/restaurants</li> <li>• To ensure that itinerary is followed and on-time</li> </ul>	<p>a. Preferably based and familiar with Tanay, Rizal</p> <p>b. Tour coordinator with at least three (3) years of experience</p>
<b>F. VIDEO COVERAGE</b>	<p>Provision of 1 professional videographer to cover the 2-day activity with the following output:</p> <ul style="list-style-type: none"> <li>-200-250 color-enhanced photos</li> <li>-1-2 minutes event highlight video (short version for pre-events)</li> <li>-Submission of raw videos and photos</li> <li>-Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive(outputs are subject for approval of TPB)</li> </ul>	

<b>G. TRAVEL INSURANCE</b>	Travel insurance with COVID-19 coverage of all the TPB participants (40 pax)	
<b>H. OTHER REQUIREMENTS</b>	Provision of the ff:  - At least three (3) 5-Gallon Mineral/Purified water refill for drinking must be on stand-by for the whole duration of the activity - 2 sets of planting gloves, disposable raincoat, wet tissue, isopropyl alcohol spray, face masks for 40 pax - All assigned personnel of the service provider should have a Covid-19 Antigen Test (COVID-19) within 24 hours before the tour with COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)	

\*See attached itinerary.

\*Itinerary is subject to change without prior notice.

### **III. OTHER TERMS AND CONDITIONS**

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. 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.
3. 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.

### **IV. ELIGIBILITY REQUIREMENTS**

1. Must be a Filipino-owned, operated and legally registered transportation/ tour operator company under Philippine laws
2. Engaged in the travel and tour operator business for at least three (3) years
3. Must be DOT-Accredited

### **V. APPROVED BUDGET FOR CONTRACT**

The ABC is **FIVE HUNDRED THIRTEEN THOUSAND PESOS ONLY (PHP513,000.00)** inclusive of all applicable fees and taxes.

### **VI. TERMS OF PAYMENT:**

1. Willing to provide services on a “send-bill” arrangement

2. Preferably has a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.

For particulars, please contact:

**WILSON R. SUBA**

Telephone numbers: (02) 525-9318 to 27 local 209 or (02) 525-6443

Email address: wilson\_suba@tpb.gov.ph

**THYRRISE DHENICE S. JUAN**

Telephone numbers: (02) 525-9318 to 27 local 212 or (02) 525-6443

Email address: thyrrise\_juan@tpb.gov.ph