

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE HONG KONG, SPECIAL ADMINISTRATIVE REGION (SAR) TRAVEL AGENTS FAMILIARIZATION TRIP

Date: 28 November-02 December 2022

Manila, Bohol, and Cebu

I. Background

- The Tourism Promotions Board, through its International Promotions Department – ASEAN and the Pacific Division, will be hosting a familiarization trip for nine (9) Hong Kong travel agents bring them to primary destinations in the Philippines including Manila, Bohol, and Cebu.

II. Objectives

- This familiarization tour promotes and create new tour products for the Philippines to be offered in the market and supports the creation of additional direct flights from Hong Kong SAR to the Philippines to be able to reach 2,000 passengers/tourists for 3 months starting January 2023

III. Scope of Services

- The project requires the services of a tour operator who will help and assist in the implementation of the hosted tour, based on the rough itinerary prepared by TPB.
- The trip will be participated by a total of eleven (11) participants consisting of nine (9) travel agents, one (1) Philippine Airlines representative and one (1) TPB representative.
- Interested tour operators must submit a recommended detailed itinerary with activities listed and timings. Please refer to the attached rough itinerary. The tour operator may suggest timings/activities/hotels **but are still subject to the approval of TPB.**
- Activities must be interactive and avoid rolling tours as much as possible.
- Secured sponsorship or discounted rates should be deducted to total expenses.
- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

DELIVERABLES	SPECIFICATIONS
No. of participants: 11 pax With Minimum Guarantee of 11 pax	Eleven (11) participants consisting of nine (9) travel agents, one (1) Philippine Airlines and one (1) TPB representative
A. Transportation	
<p>1. Land transportation Duration: 28 November - 02 December 2022</p>	<p>a. One (1) unit Coaster Bus or two (2) units van in Manila, Bohol, and Cebu b. Air-conditioned c. 25-seater (coaster) or 10-seater (2 vans) plus luggage and comfortable chair for a long travel d. 2018 model or newer (coaster and 2 vans) e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary f. Provide pick-up and drop-off of passengers</p> <ul style="list-style-type: none"> • Airport to hotel • Hotel to airport • Transport to, from, and around Manila, Bohol, and Cebu (please refer to the attached itinerary) <p>g. Additional van for the luggage and shuttle service that will provide point-to-point transportation for the TPB team in Manila, Bohol, and Cebu (please refer to the itinerary).</p>
<p>2. Taxes for the international airline tickets of the participants for 10 pax and taxes for the domestic tickets for 11 pax (airline taxes, fuel surcharges, and other taxes, whenever applicable)</p>	<p>a. HKG – MNL for 10 pax b. MNL – HKG for 10 pax c. MNL-TAG-CEB-MNL for 11 pax</p> <p>Estimated cost: PHP 80,000.00</p> <p>Note: Philippine Airlines to take care of the international airtickets, domestic air tickets and taxes.</p>
<p>*All assigned personnel shall undergo RT-PCR Test 48 hours or Antigen Test 24 hours before the event and shall follow the health protocols provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear the RT PCR/Antigen Test expense of all assigned personnel from supplier.</p>	
B. Accommodation	
<p>1. Manila Duration: 2 nights 1st call: 28 to 29 November 2022 (1 night) 2nd call: 01-02 December 2022 (1 night)</p> <p>Preferred hotel: Hilton, Okura, Marriott or Conrad</p>	<p>a. Hotels/resorts used for the tours should be DOT-accredited and at least four-to-five-star category with upscale facilities b. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary) c. Provision of 11 rooms based on single occupancy in a deluxe room category with breakfast</p>

<p>2. Bohol Duration: 1 night 29-30 November 2022 Preferred hotel: BBC, South Palms, Mithi, Bellevue, or Be Grand</p>	<p>d. Provision for early check-in and/or late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in. e. Can provide a one-hour spa/massage service for a maximum of 11 guests</p>
<p>3. Cebu Duration: 1 night 30 November- 01 December 2022 Preferred hotel: Shangri-La, Dusit Thani, Blue Water Maribago, Crimson, JPark or Radisson Blu</p>	
<p>C. Meals</p>	
<p>Buffet / Family Style lunch and dinner and AM and PM snacks onboard</p>	<p>1. Manila 1st call: 28 to 29 November 2022 2nd call: 01-02 December 2022</p> <p>2. Bohol 29-30 November 2022</p> <p>3. Cebu 30 November-01 December 2022</p>
<p>*Meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer</p>	
<p>*Must be able to accommodate guests with dietary restrictions (i.e. halal and pork free, vegetarian, diabetic, food allergies, etc.)</p>	
<p>D. Tour Activities</p>	
<p>i. Manila City Tour</p> <p>ii. Bohol Tour <i>(Please refer to the attached itinerary)</i></p> <p>iii. Cebu Tour <i>(Please refer to the attached itinerary)</i></p>	<p>Manila City Tour with DOT-accredited Chinese and English-speaking tour guide for 1 day</p> <p>Bohol and Cebu Tour with DOT-accredited Chinese and English-speaking tour guide for 3 days</p> <p>a. With at least three (3) years of experience b. Must be fluent and conversant in Chinese and English c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group d. Tour guide and tourist transport companies should be DOT-accredited.</p>

	<p>Provision of one (1) Tour Coordinator</p> <p>a. 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>
È. Miscellaneous Expenses	(Communication, snacks on the road, coordination meetings, supplies, administrative expenses.)
F. Other requirements	
- Provision of travel kits for all the participants and officials	<p>a. Cold towels and bottled water on board the vehicle</p> <p>b. Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the entire trip, wet wipes, tissue, sunscreen, and mosquito repellent lotion.</p> <p>c. First aid kit during tours and on vehicles with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc.)</p> <p>d. Provision of raincoats and golf umbrellas in case of rain</p>
- Provision of materials needed as reference	<p>a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials and all participants. (Content and design subject to the approval of TPB)</p> <p>b. Provision of signages/banners (Design subject to the approval of TPB)</p>
- Inclusion of all entrance, environmental, porter fee, and other applicable fees	
- Provision for onsite related expenses as the need arises worth PhP 50,000.00 (i.e. RT-PCR/antigen test should it be required)	
- Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00 per pax	

IV. Project Implementation Schedule

28 November -02 December *Indicative date*

V. Additional Requirements

1. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.
2. 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 on the DOT Regional Office and IATF orders on local travel restrictions.
4. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VI. Approved Budget for the Contract (ABC)

The ABC is **EIGHT HUNDRED EIGHTY-ONE THOUSAND FIVE HUNDRED PESOS (PhP881,500.00)** inclusive of all applicable fees and taxes.

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**. Bidders 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.

Please send the billing statement to:

MS. MICAELA B. OCHOA

Acting Head, ASEAN and the Pacific Division

International Promotions Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

VIII. Contract Duration

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

IX. Project Officers / Contact Information

Ms. Micaela B. Ochoa

Acting Head

International Promotions Department – ASEAN and the Pacific Division

Email: micaela_ochoa@tpb.gov.ph

Contact No.: (02) 525 9318 to 25 loc. 293

Ms. Trixia D. Medina

Project Officer

International Promotions Department – ASEAN and the Pacific Division

Email: trixia_medina@tpb.gov.ph

Contact No.: (02) 525 9318 to 25 loc. 290