

TECHNICAL SPECIFICATIONS

SERVICES OF TOUR OPERATOR FOR THE FAMILIARIZATION TOUR OF JAPANESE INCENTIVE TRAVEL ORGANIZERS

As of 24 Nov 2022

I. BACKGROUND

The Tourism Promotions Board (TPB), as the promotions and marketing arm of the Department of Tourism (DOT), and the Department of Tourism – Osaka are organizing the Japan MICE Agents Familiarization Tour.

The familiarization tour program will include the ocular inspection of MICE facilities in Metro Manila and Cebu for them to have the opportunity to meet as well various Philippine MICE suppliers and service providers.

In this regard, the TPB is in need of tour operator services for the Japanese MICE Buyers in Manila and Cebu.

II. OBJECTIVES

This familiarization tour aims to achieve the following:

- Showcase the creativity of the Philippines in handling incentive travel programs.
- Generate awareness among Japanese guests about the advantages of holding their meetings and events in Bohol, Cebu, and Manila.
- Reestablish connections between Japanese incentive players and the Philippine DMCs, hotels, and selected unique venues.

III. SCOPE OF WORK/ DELIVERABLES

** Important Notes:*

- *Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, transportations and meals. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus tour operator will bill TPB **based on actual cost per pax.***
- *Tour activities may still be changed according to the recommendations of DOT/TPB representatives during the validation trip that TPB will be conducting in the tour destinations.*

PARTICULARS	REMARKS
<p>Indicative Date : First quarter 2023 (05 – 09 January 2023) Number of pax: 8pax (Japanese incentive travel organizers with TPB coordinator) Tour Duration : 4 days / 3 nights</p> <p><u>Domestic Airticket</u></p> <ul style="list-style-type: none"> ▪ Manila – <i>Cebu - Manila</i> Economy Domestic Airticket for 8pax <p><u>Transportation</u></p> <ul style="list-style-type: none"> ▪ One (1) Tourist Coaster (2009 model at the latest) or two (2) Tourist Vans (2008 model for the transfers of tour participants (and one additional van for their luggage transfers, as needed). All vehicles inclusive of gas, toll fees, parking fees and driver, driver’s accommodation and meals <ul style="list-style-type: none"> - from the Ninoy Aquino International Airport to participants’ hotel in Manila and back for their domestic flight to Cebu - transfers during the actual tour program ▪ Room Accommodation at a Deluxe hotel (or its equivalent) for three nights (with breakfast) based on Single Occupancy <ul style="list-style-type: none"> - Preferred Hotel in Metro Manila : Deluxe Hotel near the Airport (Manila/ASEANA/Newport area) - Preferred Hotel in Cebu : Deluxe Hotel in Mactan area (preferably a new property) <p>*subject for approval of TPB</p> <p><u>Tour Program</u> (Please see attached proposed itinerary, subject to change)</p> <ul style="list-style-type: none"> ▪ Entrance fees ▪ Proposed Activities: Ocular inspections at hotels in Manila and Cebu to include but not limited to: <ul style="list-style-type: none"> - Shangri-la Mactan - Sheraton Hotel - Dusit Hotel - Radisson Blu - Fili Hotel (NU Star) - Seaside mall - Radisson Blu 	

- Incentivized/ Pre-arranged Lunch/ Dinner (with provision of entertainment)
- Lunch and Dinner all throughout the duration of the tour program with a minimum of one (1) round of drinks (choice of: beer, bottled water, juice or soft drinks)
**Amount budgeted should not be less than Php2,500.00 per meal per pax (lunch and dinner), adjustments for approval of TPB*
- Coordination with the tour sites, as applicable
- Services of at least one (1) Licensed DOT-accredited local Japanese-speaking Tour Guide
**Tour Guide should have the following credentials/characteristics:*
 - duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide.
 - have at least three (3) years experience as a tour guide
 - must be fluent and conversant in Japanese and English
 - should have a strong sense of Philippine history, culture and tradition, art as well as about current events
- At least one (1) Uniformed tour coordinator
- Provision of one (1) banner, as needed (for group photo opportunity) and appropriate vehicle signage, design/specs subject to TPB's approval

Other Amenities/ Travel Essentials

- Comprehensive Travel Insurance (Manila-Cebu Domestic Tour)
- Packed breakfast, as needed; snacks on board, cold towels and distilled water
- Provision of Incentivized Tour Kit
 - Printed Itinerary—preferably on an A5/ brochure size paper
 - Travel necessities – pocket tissue, wipes, sanitizer/ alcohol, crackers, mints, fan, disposable hooded emergency raincoat, towelfare, etc.)
- First Aid Kit on board the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc)
- In case of rain, provision of raincoats and umbrellas
- Other miscellaneous expenses (e.g sampling of local delicacies, etc.)

<ul style="list-style-type: none"> ▪ Provision for on-site related expenses as the need arises <p><i>* Includes at least one (1) TPB representative who will accompany the group during the tours.</i></p> <p><u>Others</u></p> <ul style="list-style-type: none"> • Souvenir Token for participants (e.g. Philippine products: Cebu dried mangoes, Davao chocolate and Coffee sampler from the North/ souvenir items in a small bayong/ buri box) 	
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IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative Date: First quarter 2023 (05 – 09 January 2023)

V. ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

Bidders are required to submit a detailed and descriptive proposed Incentivized Itinerary, which should include the special arrangements that will be made for the MICE Buyers.

- DOT-accreditation certificate
- SEC registration (has at least five years of experience/ expertise in handling local travel
- Accommodation facilities should be DOT-accredited hotels and resorts and categorized as Deluxe or AAA (or equivalent). Moreover, tour guides and tourist transport companies should be DOT-accredited
- Able to work on a minimum guarantee of eight (8) pax. In excess of 8 pax, tour operator shall be paid according to actual number of pax serviced/delivered and costs incurred which shall not exceed the ABC.

Transport Service must be:

- DOT – Accredited vehicles
- Inclusive of licensed driver with uniform and company ID, fuel, driver’s meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Six Hundred Ninety-Two Thousand Five Hundred Pesos Only (Php692,500.00)**, inclusive of all applicable taxes.

VII. TERMS OF PAYMENT

Send bill to the Tourism Promotions Board after the completion of services; Processing will take around thirty (30) days upon receipt of Billing/ SOA. Billing should be based on actual cost should there be additional participants included.

Note: The bidders are encouraged to have a Land bank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP) until full completion of services

IX. PROJECT OFFICERS/CONTACT PERSONS

MS. SHERDOLL BAYONA

MICE DEPARTMENT

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