

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE SITE VALIDATION OF THE PHILIPPINE TOUR GUIDES HYBRID CONFERENCE

I. BACKGROUND

Philippine Tour Guide plays a vital role in developing a holistic sustainable, unique experience and fun travel of every tourist. Tour Guides significant role in the tourism industry under Republic Act 9593 or Tourism Act of 2009 in promoting, marketing and creating a favorable image of the country and contributes enriching Philippine experience for local and foreign visitors. As part of the government approach in enhancing over-all tourists experience, the Tourism Promotions Board (TPB) Philippines in partnership with the Philippine Federation of Professional Tour Guides, Inc. (TGFed) would like to intensify the Filipino Brand of Service and Excellence campaign and at the same time celebrating the International Tourist Guide's Day on the 21st day of February 2023.

II. OBJECTIVES

Specifically, the **PHILIPPINE TOUR GUIDES HYBRID CONFERENCE** aims to:

1. To foster the importance of Filipino Brand Service and Excellence
2. To understand the Key, Strategic and Emerging Markets of the Philippines
3. To understand the existing and emerging markets of the Philippines
4. To present the 70 newly developed and 40 developing tourism circuit that is ready to accept visitors.

III. SCOPE OF WORK/SERVICES

ILOILO (3D/2N) November 21- 23, 2022 <i>*indicative date</i>	Accommodation for 4 rooms at a Business category twin bed (if applicable/available) or its equivalent with breakfast for 3D/2N	PhP297,500.00
	Meals for 8 pax (Lunch/Dinner/snacks) @ least Php1, 500 per pax for 4 days. (2 TPB/4 TGFed/1 LGU/1 DOT)	
	Land Transportation	

	<p>One (1) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> • Transfer in and out • Pick-up and drop-off of two (2) TPB personnel residence to the airport. • Validation of activities for 4 days 	
	Comprehensive Travel Insurance with COVID-19 coverage subject for four (4) pax (2 TPB/ 2 TGFed)	
	<p>Domestic Air-ticket</p> <p>4 pax - Manila- Iloilo- Manila (Round trip) 20 kilos baggage allowance per pax pax per way (re-bookable and refundable)</p> <p>1 pax Cebu- Iloilo (Round Trip) 20 kilos baggage allowance per pax pax per way (re-bookable and refundable)</p> <p>1 pax/ Davao – Iloilo (Round Trip) with 20 kilos baggage allowance per pax pax per way (re-bookable and refundable)</p>	
	<p>On-site related expenses amounting to Php10,000.00</p> <p>Entrance Fees/Environmental Fees</p> <p>Airport Terminal Fees</p> <p>Porter Fees</p> <p>Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)</p>	
	Coordination Meeting with Local Tourism stakeholders amounting to Php15,000.00	

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

November 21-23, 2022

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to 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.
3. Willing to provide services on a “send-bill” arrangement.
4. 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.
5. ***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.
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. Valid Department of Tourism (DOT) Certificate of Accreditation.

VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget is **TWO HUNDRED NINETY SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (Php297, 500.00)**, inclusive of all applicable tax and fees.

VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the full completion of requirements. One time engagement, payment will be paid upon receipt of Statement of Account or Billing.

LOT NO.	DESTINATION/S	Remarks
1	Iloilo validation	Supplier will be paid once the Travel was completed.
TOTAL	297,500.00	

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

VIII. CONTRACT DURATION

Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

XI. CONTACT INFORMATION

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