

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR SERVICES FOR THE SINGAPORE-CEBU PACIFIC TRAVEL AGENTS' FAMILIARIZATION TRIP

I. BACKGROUND

Following the two (2)-year lockdown, it is important to refresh travel agents in Singapore regarding their knowledge about Cebu, its latest attractions, and the safety protocols being implemented for the new normal. Cebu Pacific took initiative to partner with our Market Representative in Singapore by offering ten (10) free roundtrip tickets from Singapore to Cebu, Philippines to qualified travel agents.

With this, a proposal to provide 4 day and 3 Nights Familiarization Trip covering the key attractions plus some hotel inspections in the city is highly recommended

Additionally, the agents can be introduced to the new Mactan Cebu International Airport Terminal which is not well known to the Singapore travel trade.

Based on the foregoing premises, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator in connection to organize the conduct of a familiarization tour of qualified travel agents in Cebu.

II. OBJECTIVES

1. To showcase new developments in and refresh the guests' knowledge of Cebu, which has direct air links with Singapore. This trip will simultaneously raise general awareness of the Philippines, its culture, and its attractions;
2. To incentivize our partner travel agents in pushing sales of the Philippines tour packages; and
3. To generate awareness, stimulate interest and reactivate demand to travel to the Philippines.

III. SCOPE OF SERVICES

	CEBU	ABC PhP 697,000.00
10-13 December 2022 Number of participants: 12 pax (inclusive of DOT and TPB representatives)	Actual Tour <u>Accommodation</u> <ul style="list-style-type: none">• DOT-Accredited establishment• Preferred hotel is Bai Hotel• Room accommodation for 12 pax at Deluxe category (if applicable/available) or its equivalent for four (4) days (with breakfast) based on single occupancy Check-in Date: 10 December 2022	

Check-in Date: 13 December 2022

Land Transportation

Two (2) vans (2018 model or newer) or one (1) coaster (2009 model or newer) with driver (inclusive of gas, parking fees, and overtime fees)

- Transfer in and out with pick up at TPB Office
- Tour proper
- Ensure availability of enough umbrellas for the guests in case of rain

An additional one (1) van for luggage (inclusive of driver and gas)

Note: Assigned drivers should have a negative Antigen result taken 24 hours before the tour proper c/o supplier

Tours and Activities

Incentivized, interactive, and experiential tour offerings in the identified destination and product circuits that showcase new products of Cebu.

Meals and Beverages

PHP 2,900.00 per day for 4 days/3Nights including AM, PM Snacks, lunch, and dinner for 12 pax.

One round of non-alcoholic beverages per meal
Menu: subject to the approval of the TPB.

Note:

1. Ensure the provision of dietary requirements
2. Should TPB be able to secure meal hosting, the supplier will deduct this from the final bill.

RT-PCR Tests/ Travel/COVID-19 Insurance

1. Provision of Antigen Tests and/ or RTPCR Tests if necessary/required by the LGU.
2. Comprehensive travel insurance with medical coverage for COVID-19 worth PHP 1 million pesos per pax for 12 pax

Other Requirements:

- One (1) Tour coordinator with at least three (3) years of experience
- Services of a licensed DOT- accredited local English- speaking tour guide (can also act as tour coordinator if Regional Tour Guide)
- Provision of incentivized tour kit/ travel necessities for 12 pax (tissue, wipes, 70ml

	<p>refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel)</p> <ul style="list-style-type: none"> • First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) • Provision of one (1) banner (for group picture) and appropriate van/coaster signage, design/ specs subject to TPB's approval • Entrance fees/ Environmental fees for 12 pax • Airport terminal fees • Porter fees • Incidental and other miscellaneous expenses amounting Php 30,000.00 	
--	---	--

IV. OTHER TERMS AND CONDITIONS

1. Provide assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/unforeseen changes in specifications.
3. Must provide services on a "send-bill" arrangement. 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
4. 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 according to the recommendations of the TPB/DOT Regional Office involved.

V. QUALIFICATION OF BIDDERS

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids.
3. Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations.
4. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or a provisional accreditation certificate.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **SIX HUNDRED NINETY-SEVEN THOUSAND PESOS ONLY (PHP697,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104 After the completion of the requirements.

One-time engagement, payment will be paid thirty (30) days upon receipt of the SOA/billing with complete attachments.

Note: The bidder should have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour Operator Company.

VIII. CONTRACT DURATION

One-time engagement and shall commence from the issuance of the Notice to Proceed (NTP)

IX. CONTACT PERSON

MICAELA B. OCHOA

Acting Head, ASEAN, and the Pacific Division
International Promotions Department
micaela_ochoa@tpb.gov.ph

BILLY JOHN N. CASABUENA

Project Officer and Market Specialist II
ASEAN, and the Pacific Division
International Promotions Department
billy_casabuena@tpb.gov.ph
09260258663