

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF
TPB/DOT OSAKA – JAPANESE MEDIA FAMILIARIZATION TOUR
Manila, Cebu and Bohol
Indicative dates: 14-18 April 2022

I. BACKGROUND

The Philippine Department of Tourism – Osaka is proposing the implementation of Japanese media familiarization trip covering Manila, Cebu and Bohol on 14-18 April 2023. The group will be comprised of the five (5) Japanese media targeting mainstream media (print, digital and TV) such as travel writers, digital magazine writers, TV journalists, and documentary filmmakers/writer, one (1) DOT Osaka staff and one (1) TPB Project Officer. A total of 7 pax.

II. OBJECTIVES

- To develop at least one-page article with one photo about the destination
- To emphasize the safety of the Philippines and the new travel products and services

III. SCOPE OF WORK/SERVICES GENERAL REQUIREMENTS

1. Cover all expenses related to the conduct of the tours, as stipulated in this Technical Specifications.
2. Professional fees, meals, accommodations, Covid19 RT-PCR tests/border antigen tests, PPEs and other miscellaneous fees of drivers, tour guides, coordinator and assigned personnel. Assigned personnel must be fully vaccinated (vaccination cards / DOH vaccination certificates will be required). Copies of Vaccination cards together with a negative RT-PCR test result should be submitted to the TPB at least 24 hours prior to the trip.
3. Willing to 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. Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.
5. Tour activities and/or schedules/dates are subject to change according to the recommendations of the Tourism Promotions Board.

6. Provide an alternative itinerary, without additional cost to TPB, in case of rain, typhoon, and other unforeseen or fortuitous events

DELIVERABLES	SPECIFICATION	REMARKS
I. PARTICIPANTS	<p>a. Total number of participants: 7 participants</p> <ul style="list-style-type: none"> • 5 participants • 1 DOT Osaka • 1 TPB <p>b. Minimum Pax Guarantee: 4 pax</p>	<p>Note: For excess in the number of participants, the winning tour operator shall charge the TPB-based on the rate of the tour package computed per pax.</p>
II. TRANSPORTATION	<p>a. International roundtrip airticket (Osaka – Manila- Osaka)</p> <ul style="list-style-type: none"> - 5 Japanese Media - 1 DOT Osaka staff 	<p>Note:</p> <ul style="list-style-type: none"> - Airlines taxes and surcharges for 10 pax c/o tour operator - Airticket of DOT Korea staff c/o tour operator inclusive of all applicable taxes - Preferred airlines: Philippine Airlines - Inclusions: Regular economy, Rebookable, reroutable, refundable, With 20 kgs. baggage allowance, With insurance, Inclusive of all applicable taxes <p><i>** airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure</i></p>

	<p>b. Domestic roundtrip airtickets for 7 pax (Manila – Cebu – Bohol - Manila)</p> <p>Indicative timeline</p> <p>14 April 2023 – Manila to Cebu</p> <p>17 April 2023 – Bohol to Manila</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Preferred Airline/s: Philippines Airlines - Inclusions <ul style="list-style-type: none"> ○ Regular economy ○ Rebookable, reroutable, refundable ○ With 20 kgs. baggage allowance ○ With insurance ○ Inclusive of all applicable taxes <p><i>** airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RTPCR tests, upon due advice to the ticket issuer prior to departure</i></p>
	<p>c. Roundtrip ferry boat transfer (Cebu-Bohol-Cebu) in a business class category for 7 pax</p>	
	<p>d. 1 unit of coaster or minibus and 1 luggage van for the whole duration of the trip</p> <ul style="list-style-type: none"> - Vehicles maintained in accordance with Philippine laws on technical safety requirements of vehicles - Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of 	<p>Notes:</p> <ul style="list-style-type: none"> - Assigned Drivers should have a negative RT-PCR (COVID-19) test result taken 48 hours before the tour proper c/o supplier. - Driver should have a strong navigation skills, uniformed, presentable and experienced in interacting with foreign guests.

	<p>vehicle; ensure cleanliness at all times</p> <ul style="list-style-type: none"> - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: Climate control or air-conditioning, PA system and CCTVs; Onboard insurance and third-party liability insurance; with universal sliding windows and safety belts for all seats; GPS or waze and charging units for phones; with onboard first-aid kit; with provision of wet tissue, alcohol, mineral water and mints - Maximum of 15 hours per day inclusive of overtime and driver's fee - Must include driver's fee as well as his food, RT/PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, 	
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	other consumable cost and other related on-site expenses.	
III. TRAVEL INSURANCE	Provision of Comprehensive Travel Insurance with medical coverage for COVID-19 for 7 pax	
IV. ACCOMMODATION	<ul style="list-style-type: none"> - Must be DOT-Accredited establishment - Must be in a deluxe room category with breakfast - 7 single occupancy - Room nights: 4 nights 	<p>Notes:</p> <p>Preferred hotel/resort</p> <p>a. Cebu</p> <ul style="list-style-type: none"> - Bluewater Resort - Dusit Thani Mactan - Shangrila Mactan <p>b. Bohol</p> <ul style="list-style-type: none"> - Bohol Beach Club - SouthPalms - Amorita <p>c. Manila</p> <ul style="list-style-type: none"> - Okura Hotel - Okada Manila
V. MEALS AND BEVERAGES	<p>Provision of meals and beverages for 7pax for the whole duration of the trip</p> <ul style="list-style-type: none"> a. Breakfast – packed to be arranged, if applicable) b. AM and PM Snacks – Php 500/pax c. Lunch – Php 1,200/pax d. Dinner – Php 1,800/pax 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal - TPB representative to finalize the final order per meal based on the itinerary. - Ensure provision of dietary requirements - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
VI. ITINERARY	Provision of interactive / experiential tours and activities for 7 pax	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on

		<p>recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.</p> <ul style="list-style-type: none"> - Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB - The final itinerary should be approved by the TPB representative and must adhere to existing health and safety protocols set by the IATF and the local government unit overseeing the destination.
<p>VII. TOUR KITS</p>	<p>Provision of incentivized sustainable tour kits for 7 pax to include the following:</p> <p>a. Hygienic Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging</p> <ul style="list-style-type: none"> ○ 500 ml reusable water tumbler ○ Two (2) pieces individually wrapped disposable KN-95 masks per day with lanyard ○ One (1) pack of facial tissue ○ One (1) pack wet wipes (biodegradable bamboo fiber material) ○ 50 ml. of 70% isopropyl alcohol in spray bottle 	

	<ul style="list-style-type: none"> ○ Hand sanitizer ○ Disinfectant wipes ○ Mints ○ Mosquito repellent in spray ○ Sunblock ○ Disposable hooded emergency raincoat ○ One (1) sun visor/hat ○ Cold towels ○ Customized luggage tags (design is subject for TPB's approval) <p>b. Personal Health/First Aid Kit for 7 pax to include at least 6 pieces of the following medicines</p> <ul style="list-style-type: none"> ○ Antacid for upset stomach ○ Paracetamol for headache and fever ○ Antihistamine for allergies ○ Loperamide for diarrhea ○ Meclizine hydrochloride for motion sickness ○ Ibuprofen for pain reliever 	
VIII. CURATED SUSTAINABLE DESTINATION-BASED GIVEAWAYS	Provision of curated sustainable destination-based giveaways for 7 pax @ Php 1,000 each	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval
IX. TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates, lollipop signages for the tour guided. - Provision of post-tour banner for group picture 	Notes: <ul style="list-style-type: none"> - Placing of tour operator/supplier's logo is not allowed - Proposed giveaways and designs are subject for TPB's approval

X. SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH/JAPANESE SPEAKING TOUR GUIDE/ INTERPRETER	Provision of a licensed DOT-accruited English/Japanese speaking Tour guide or DOT-accruited English speaking tour guide with Korean interpreter with the following qualifications: <ul style="list-style-type: none"> ○ Must be expert or familiar of the destination ○ Must be fluent and conversant in English and Korean ○ Must have an in-depth knowledge of Philippines 	<i>Note:</i> <i>All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>
XI. RT-PCR TESTS	Provision of RT-PCR test for 6 pax taken 48 hours prior to their departure in the Philippines	If applicable
XII. TOUR DOCUMENTATION	Provision of 1 videographer/photographer to cover the tour <i>* All assigned/deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to the event. (testing fee c/o tour operator)</i>	<i>Notes:</i> - Submit a 3-minute SDE video covering the whole duration of the trip - Provide a consolidated output of the raw and edited videos and photos stored in a USB drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB)
XIII. TOUR COORDINATOR	Provision of one (1) tour coordinator to accompany the group for the duration of the trip. <i>*All assigned personnel by the tour operator must have a negative RT-PCR test result taken 48 hours prior to their</i>	<i>Notes:</i> - Tour coordinator must have at least three (3) years of relevant experience. - Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required

	<i>deployment. (testing fee c/o tour operator)</i>	for the smooth implementation of the tour
XIV. INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to Php5,000.00 - Provision of pocket wifi for the participants for the duration of the trip 	

IV. PROJECT IMPLEMENTATION SCHEDULE

	MODULE	NO. OF PAX
I	MANILA, CEBU AND BOHOL Indicative dates: 14-18 April 2023	7 pax (5 delegates + 1 DOT + 1 TPB Officer)

V. QUALIFICATIONS OF BIDDERS

1. Must have a PHILGEPS registration;
2. Must have experience in organizing tours for high level government delegates and VIPs from national or international organizations;

ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation.
2. Must be legally registered tour Operator Company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC or DTI;**

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. **Required to submit a list of completed projects from 2018 – 2020;**
4. Must be DOT-accredited tourism establishment. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;**
5. Must be a local tour operator company or travel agency.
6. Must have free cancellation, rebooking, transferable or refundable policies. **Required to submit a notarized certificate of undertaking that the tour Operator Company or travel agency concerned have free cancellation, rebooking, transferable or refundable policies.**
7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated sponsorships (hosted/discounted) will be deducted from the bid amount or billing. Thus, the tour operator will bill TPB based on the individual cost and actual number of participants, subject to minimum guarantee.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC is **NINE HUNDRED NINETY EIGHT THOUSAND PESOS ONLY (PHP 998,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

Send-bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of requirements. One time engagement, payment will be paid thirty (30) days upon receipt of the SOA/billing.

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Philippine Travel Exchange (PHITEX) 2022

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The supplier is encourage 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.

VIII. CONTRACT DURATION

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

IX. CONTACT PERSONS

Names : **MS. MICKA ANJELLA CALZADO**
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