

TECHNICAL SPECIFICATIONS

Services of a Tour Operator

For the Conduct of Tourism Marketing Plan Workshop
16-20 January 2023* | Del Carmen, Surigao del Norte

**Date is subject to change*

I. BACKGROUND

Following the request of the Municipality of Del Carmen, Surigao del Norte for assistance in developing a strategic roadmap for their plans and programs for the next 3 years, the Tourism Promotions Board (TPB) has approved the conduct of a 3-day tourism marketing plan workshop in Del Carmen, Surigao del Norte, on 16-20 January 2023 (indicative dates).

The program aims to upgrade the tourism marketing skills and competency of local tourism stakeholders, and assist the local government in developing a tourism marketing plan.

The Program aligns with TPB's mandate in marketing and promoting tourism destinations, highlighting its uniqueness and assisting in the development of its tourism products and services, with the end in view of increasing tourist arrivals and tourism investment. Furthermore, it is in accordance with DBM National Budget Memorandum No. 138 dated 06 January 2021 (National Budget Call for FY 2022) which provides that: concerned agencies shall 2.7.3. *"limit subsidies to local projects of LGUs to LGUs belonging to the 5th and 6th income classes, the Geographically Isolated and Depressed Areas (GIDAs), as well as those with the highest poverty incidences, ranked in top third highest."*

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for the conduct of a Tourism Marketing Workshop for the Municipality of Del Carmen in Del Carmen, Surigao del Norte.

II. OBJECTIVES

The program aims to:

1. Understand the key concepts of tourism destination marketing;
2. Identify the unique characteristics of their destinations for branding and image formation;
3. Create promotional strategies that align with prevailing industry trends; and
4. Craft a destination marketing plan.

III. SCOPE OF WORK/SERVICES

<p>Accommodation</p>	<ul style="list-style-type: none"> • 1 single and 2 twin-sharing rooms • 5D/4N • Must be a business-type hotel/resort preferably in General Luna
<p>Air Transportation</p>	<ul style="list-style-type: none"> • Roundtrip domestic air tickets for 3 pax • Preferably Philippine Airlines or its equivalent • Route: MNL-IAO-MNL • 20 kilograms baggage allowance • Must be rebookable and refundable
<p>Land Transportation</p> <p>Days 1-5 Within Siargao Island</p> <p><i>*Subject to change without prior notice</i></p>	<ul style="list-style-type: none"> • One (1) unit of van model must be at least 2016 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver • Inclusive of fuel, driver, parking and other related expenses • Inclusive of driver accommodation, meals and other expenses • Maximum use of 15 hours per day inclusive of overtime and driver’s overtime • Includes third-party liability insurance • Provision of First Aid kit and umbrellas on board • Equipped with GPS or Waze and charge units for phones • Driver should have strong navigation skills • Draft itinerary provided (subject to change without prior notice) • Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour • Driver must be fully-vaccinated
<p>Meals</p> <p>Day 1 – Breakfast, Lunch, Dinner, PM Snacks (3 pax)</p> <p>Days 2-4 – Breakfast and Dinner (3 pax) x 4 days</p>	<ul style="list-style-type: none"> • Meal requirement per day as indicated with one (1) round of drinks (choice of bottled water, juice or soft drink) worth PhP 2,000.00 per person per day (Day 1 and Day 5) and PhP 1,000.00 per person per day (Days 2-4). Meals are subject to approval of the TPB.

<p>Day 5 - Breakfast, Lunch, Dinner, PM Snacks (3 pax)</p>	
<p>Event Proper Logistics (Days 2-4)</p>	<ul style="list-style-type: none"> • Provision of venue with basic sound system, white screen and projector for 3 days. Should have access to internet connection in a business-type hotel/resort or air-conditioned seminar venue in Del Carmen, preferably in Surigao del Norte State University Conference Room • Venue should comfortably accommodate 35 pax in a seminar set-up with provision/space for break-out sessions. Provision of AM Snacks, Lunch, and PM Snacks for 35 pax for 3 days. Should include one (1) round of drinks per meal with free-flowing coffee and tea each day • Menu is subject to approval of the TPB
<p>Speaker's Honorarium Fees and materials</p>	<ul style="list-style-type: none"> • Provision of speaker's honorarium/fee amounting to PhP 70,000.00 for 3-day speaking engagement • Provision of prizes for icebreaker activities • Provision of printing of materials, and pentel pens, pencils, Manila paper, bond paper and other supplies
<p>Training Kit/Materials and Souvenirs</p>	<ul style="list-style-type: none"> • Printing of training certificates. Template of certificate to be provided by the TPB • Provision of training kit (notebook, ballpen, catcha bag and other training supplies) for 35 pax • Provision of event souvenir for 35 pax • Training kit/materials and souvenirs are subject to the approval of the TPB
<p>Photo/Video Coverage</p>	<ul style="list-style-type: none"> • Program photo and video coverage for three (3) half-days (Day 1 AM/Opening, Day 2 AM or PM/workshop proper, and Day 3 PM/workshop output presentation) with the following output: <ul style="list-style-type: none"> ✓ 150 color-enhanced photos ✓ 1-minute event highlights video ✓ 3-4-minute event highlights video ✓ Submission of raw videos and photos ✓ Must be submitted in a hard drive

	<ul style="list-style-type: none"> • Photographer/videographer should be based in Surigao del Norte • Team should be composed of 1 photographer and 2 videographers/editors. Must have serviced corporate or event photo/video coverage in the past 3 years. Required to submit portfolio.
Provision of Load Card	<ul style="list-style-type: none"> • Two (2) PhP 500.00 load cards for TPB personnel
On-site related expense	<ul style="list-style-type: none"> • Provision of incidental and other miscellaneous expenses amounting to PhP 25,000.00 (additional participants, equipment rental, wifi connection/upgrade, coordination meetings and other expenses)

IV. PROJECT IMPLEMENTATION SCHEDULE

Date	Indicative Schedule
Day 1	<ul style="list-style-type: none"> - Arrival at Siargao Airport IAO - Proceed to Municipality of Del Carmen for Coordination Meeting and Pre-Event Briefing - Proceed to General Luna
Days 2-4	<ul style="list-style-type: none"> - Transfer from General Luna to Del Carmen - Workshop Proper - Transfer from Del Carmen to General Luna - Meetings within General Luna
Day 5	<ul style="list-style-type: none"> - Within Siargao Island - Departure transfer to Siargao Airport

**Subject to change without prior notice*

V. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- 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;**
- 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 2019 – 2021 and issued Notice of Award (NOA) or Notice to Proceed (NTP)**

- Must have previously completed 3 projects handling seminar/trainings 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 2019 – 2021 and issued Notice of Award (NOA) or Notice to Proceed (NTP), if applicable**
- DOT-accredited tourism establishment preferably based in CARAGA region. **Non-CARAGA-based tour operators may bid.** **Required to submit a DOT – accreditation certificate**
- Preferably a registered TPB Member. **Required to submit TPB Certificate of Membership**
- 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 has free cancellation, rebooking, transferable or refundable policies.**

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Five Hundred Thirty Thousand Pesos Only (Php 530,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

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. Total cost should be should be based on actual expense.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICER’S CONTACT INFORMATION

MARGARITA P. SAN JOSE

Domestic Promotions Department

margarita_sanjose@tpb.gov.ph

(02) 85259318 or (02) 85251255