

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE ASIAN GEOGRAPHIC “IMAGES OF ASIA” PHOTO CONTEST WINNERS’ FAMILIARIZATION TRIP

I. BACKGROUND

Asia ADEX Asia Dive Expo is Asia’s largest and long longest-running exhibition for the dive industry and related businesses. It’s a chance for vendors, retailers, and tour operators to showcase their products and services to a discerning diving audience like dive industry professionals, dive instructors, and water sports enthusiasts. Asia Dive Expo will also highlight the importance of marine conservation through its various channels alongside its core purpose of bringing together the best in Asia’s diving industry.

The ADEX Asia Dive Expo takes place annually and for the 25th time in Singapore from 16-18 September 2022. The Philippines has been a regular exhibitor for over 10 years. For the 2020 event, TPB had signed a comprehensive agreement with the organizer, Asian Geographic Pte Ltd, to be the Official Country Partner with multiple exclusive publicity benefits during the event and post-event.

One of these is the Asian Geographic “Images of Asia” photo contest. TPB will be hosting a Familiarization Trip 5D/4N trip to Coron for the 6 winners plus 2 representatives from Asian Geographic. Images taken during this familiarization trip will be used for follow-up editorials in Asian Geographic’s publications and social media.

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 in Coron, Palawan.

II. OBJECTIVES

- To provide a cost-effective digital market expansion solution to the burgeoning ASEAN market;
- To capture the interest and increase engagement of the consumers to the Philippines in order to achieve a Top-of-Mind brand recall through Asian Geographic database and subscribers;
- To utilize multiple channels --- digital and social media presence, hybrid and virtual event presence, print and online content creation to promote the Philippines in the ASEAN region and across the globe;
- To enhance the Philippines position as one of the leading destinations in creating fun and sustainable experiences; and

- To spark and increase tourist traffic to the Philippines
- To raise the high profile and attractions of the beautiful dive offerings in the Philippines, not only to the local Singapore dive segment but also to the Asian audience through Asian Geographic and Asia Dive publications.

III. SCOPE OF SERVICES

	CORON	ABC PhP 995,000.00
<p>24-28 January 2023 Number of participants: 09 pax (inclusive of TPB representatives)</p>	<p>Actual Tour</p> <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • DOT-Accredited establishment • Preferred hotel in Coron is Asia Grand View, or Coron Island Garden Hotel • Preferred hotel in Manila is Diamond Hotel or Hilton Manila or Conrad Manila • Room accommodation for 09 pax at Deluxe category (if applicable/available) or its equivalent for five (5) days (with breakfast) based on single occupancy <p>Check-in Date: 24 January 2023 Check-out Date: 28 January 2023</p> <p><u>Air Tickets</u></p> <ul style="list-style-type: none"> • International Air-tickets for 8 pax with 20 KG check-in Baggage allowance SIN- MNL (24 January 2023) MNL-SIN (28 January 2023) • Domestic Air-tickets for 9 pax 20 KG check-in Baggage allowance MNL- CORON (24 January 2023) MNL- CORON (28 January 2023) <p>Note: Should TPB be able to secure sponsorship for the air tickets the supplier will deduct this from the final bill.</p>	

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 to align with the TPB Banner Program and to be able to showcase new products of Coron Palawan.

*see attached tentative itinerary

Meals and Beverages

PHP 2,900.00 per day for 5 days/4Nights including AM, PM Snacks, lunch, and dinner for 09 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.

	<p><u>RT-PCR Tests/ Travel/COVID-19 Insurance</u></p> <ol style="list-style-type: none"> 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 09 pax <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> • 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 09 pax (tissue, wipes, 70ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel) • 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 09 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 **NINE HUNDRED NINETY-FIVE THOUSAND PESOS ONLY (PHP 995,000.00)** 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