

TECHNICAL REQUIREMENTS

SERVICES OF A TOUR OPERATOR FOR THE TPB OFFICERS OPEN WATER DIVE COURSE

I. BACKGROUND

As part of TPB's Technical Enhancement Training, we will be conducting an Open Water Dive Course for project officers handling dive projects such as dive trade shows, partnership and familiarization trips.

The project officers tasked to promote Philippine dive must be equipped with the necessary knowledge about the market including but not limited to dive sites, equipment, terminologies, skills and techniques, among others. This will enable them to better converse and communicate with divers, tour operators and properties during familiarization trips and trade events and better market and promote the Philippines as a world-class dive destination.

II. OBJECTIVES

1. Improve the technical skills of the project officers by making them licensed Open Water Divers; and
2. Increase the knowledge of the project officers about dive to better equip them in marketing the country as a dive destination.

III. SCOPE OF SERVICES

Indicative date: 1st Quarter 2023 (indicative dates: 3-5 February 2023)

Number of participants: 17 pax

Minimum pax guarantee: 10 pax

1. Dive Course Requirements:

- Provision of Licensed Diver Instructor/Master
- Provision of equipment for rent and course materials (Tanks, Dive equipment)
- Provision of venue for Knowledge development sessions (academics), including whiteboard, flipchart, marker, eraser, pads and pencils or pens (if necessary)

- Confined water dive and open water dive classes, including conservation pass (dive pass)
- Provision of boat for transfers and open water dives
- Provision of LCD projector with wide screen or monitor with basic PA system with microphones during lectures
- Provision of PADI license to participants who completed and passed the course requirements
- Accommodation (maximum of twin sharing)
- Full board meals (AM and PM snack, buffet lunch and dinner) for 3D2N
- Provision of complimentary internet connection

Proposed Itinerary

Day 0 At least 1 week prior	-Registration -Release of Manual/Book/Study Materials -Start of Independent Study
Day 1	-Review of Knowledge Reviews -4 Quizzes and RDP Quiz -Final Exam and RDP Exam -300-m Snorkel Swim -10-min Float -Skin Diving -Confined Water Dives (Skills Practice)
Day 2	Confined Water Dives (Skills Practice – if still needed) Open Water Dive 1 Open Water Dive 2
Day 3	Open Water Dive 3 Open Water Dive 4
END	

2. Transportation:

Day 01 and Day 03

Three (3) units of a van (2018 model or newer) or two (2) coasters with driver inclusive of gas, parking fees and overtime fees for the following:

- Pick-up and drop off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila.

3. 17 Comprehensive Travel Insurance with covid-19 medical coverage

4. Meals

AM & PM Snacks, Lunch and Dinner

Day 1 - 3 – 17 pax, full board

5. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)

6. Incidental, other miscellaneous and on-site related expenses amounting to PhP10,000.00 (e.g., sampling of local delicacies, electrical consumption, gasoline, water expenses and etc.)

7. Assigned one (1) tour coordinator including three (3) drivers, should be fully vaccinated with at least one (1) booster and shall undergo antigen test a day before the tour.

IV. ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents within Mabini, Batangas, 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. ***Dive 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.

V. TERMS OF PAYMENT

Tranche	MILESTONES	AMOUNT
1 st Tranche	Acceptance of Final Itinerary, registration, release of Manual/Book/Study Materials and bookings of accommodation	50% of the total contract price
2 nd Tranche	Full completion of deliverables for the project SOA and proof that application of the attendees has been submitted to PADI office for processing of open water/advance open water dive	30% of the total contract price
3 rd Tranche	Issuance of PADI license (Open water and advance open water) to eligible participants	20% of the total contract price

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

VII. CONTRACT DURATION

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

VIII. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the above requirement is at **FIVE HUNDRED SEVENTY THOUSAND PESOS ONLY (PhP570,000.00)** inclusive of all applicable tax and fees.

XI. CONTACT INFORMATION

Karen A. Padolina
Personnel and Human Resources Development Division
karen_padolina@tpb.gov.ph

Michael Malonda
International Promotions Department
michael_malonda@tpb.gov.ph