

**TECHNICAL SPECIFICATION  
SERVICES OF A TOUR OPERATOR FOR THE SITE VALIDATION  
OF THE REGIONAL TRAVEL FAIR (RTF) 2023**

**I. BACKGROUND**

The 4-day RTF will feature a half-day tourism webinar, whole-day onsite Business-to-Business (B2B), and a two-day Business-to-Consumer (B2C) online selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

The on-site Business-to-Business (B2B) session to be participated by at least fifty (50) Buyers from nationwide and 50 to 60 Sellers from the featured Regions aims to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government's health and safety guidelines and protocols. A half-day webinar on the other hand will focus on best practices on tourism operation which will be opened to all tourism stakeholders.

There will be a Provincial booths outside the B2C hall being manned by their respective tourism officers shall be opened to onsite consumers these booths will feature product demonstration of artisans, cuisines and other tourism offerings and a live selling and interviews will be held here. Post tours for the Seller and Buyers is also part of the travel fair.

Components of RTF:

**A. Travel Exchange (TRAVEX)/(B2B) ON-SITE**

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

**B. Business-to-Consumer (B2C)**

It is a 2-day online selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

### C. **Pre/Post Tour Activities of the RTF Sellers and Buyers**

This is an activities to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

## II. **OBJECTIVES:**

1. To help rebuild the traveling public's confidence to travel domestically and eventually for the tourism industry to bounce back from the COVID-19 pandemic crisis's negative impact.
2. To increase domestic travelers through differentiated packaging for affordable tourism products and services.
3. To enhance efforts to combat seasonality and improve the geographic spread of domestic tourism by encouraging year-round travel and more trips outside school holidays and encouraging different travel types at other times of the year (festivals, events, lower rates, etc.) .
4. To enhance the level of tourism/travel culture among Filipinos by developing and implementing tourism awareness and education programs that will increase the understanding of tourism and create an appreciation for tourism and its value.
5. To promote gender-responsive governance and activities that will ensure the effective implementation of policies for the protection of women.

## III. **SCOPE OF WORK/SERVICES:**

<b>CEBU</b>	<b>LAOAG/ LA UNION</b>
<b>A. Transportation:</b> <ul style="list-style-type: none"><li>• One unit (1) van</li><li>• Duration : 23-25 January 2023</li><li>• To provide transportation services at least 10-12 seaters</li><li>• Air conditioned</li><li>• Preferably Toyota Grandia at least 2018 model</li><li>• Route: Cebu airport transfers and other parts of Cebu Province (please see attached itinerary)</li><li>• Inclusive of Accommodation and meals of driver</li><li>• Inclusive of toll fees, gasoline and overtime</li></ul>	<b>A. Transportation:</b> <ul style="list-style-type: none"><li>• One unit (1) van</li><li>• Duration : 01-04 February 2023</li><li>• To provide transportation services at least 10-12 seaters</li><li>• Air conditioned</li><li>• Preferably Toyota Grandia at least 2018 model</li><li>• Route: Laoag airport transfers and other parts in Region I (please see attached itinerary)</li><li>• Inclusive of Accommodation and meals of driver</li><li>• Inclusive of toll fees, gasoline and overtime</li><li>• Well uniform driver</li></ul>

<ul style="list-style-type: none"> <li>• Well uniform driver</li> </ul>	
<p>B. To provide Shuttle Services :</p> <ul style="list-style-type: none"> <li>• Airport transfer in Cebu and Manila</li> <li>• Shuttle services to all TPB Personnel for departure and arrival (point to point San Pedro, Cavite and within Metro Manila)</li> </ul>	<p>B. To provide Shuttle Services:</p> <ul style="list-style-type: none"> <li>• Airport transfer in Laoag and Manila</li> <li>• Shuttle Services TPB Personnel for departure and arrival (point to point San Pedro, Cavite and within Metro Manila)</li> </ul>
<p><b>C. Hotel Accommodation:</b></p> <ul style="list-style-type: none"> <li>• At least 3 to 4 star hotel in Cebu</li> <li>• Duration: 23-25 January 2023 in Cebu</li> <li>• With breakfast</li> <li>• Three (3) Twin Sharing Room with 2 beds</li> <li>• Wifi Connections</li> </ul>	<p><b>C. Hotel Accommodation:</b></p> <ul style="list-style-type: none"> <li>• At least 3 to 4 star hotel in Laoag/La Union</li> <li>• Duration: 01-04 February 2023</li> <li>• With breakfast</li> <li>• three (3) Twin Sharing Room with 2 beds for TPB Employees</li> <li>• Two (2) Twin Sharing Room with 2 beds for DOT Personnel</li> <li>• Wifi Connections</li> </ul>
<p><b>D. Meals</b></p> <ul style="list-style-type: none"> <li>• To provide meals for the TPB/DOT Personnel for inclusive of Lunch , AM/PM Snacks and Dinner at least One Thousand Five Hundred (Php1,500.00) per pax/day.</li> <li>• Maximum of 10 pax per day</li> </ul>	<p><b>D. Meals</b></p> <ul style="list-style-type: none"> <li>• To provide meals for the TPB/DOT Personnel for inclusive of Lunch , AM/PM Snacks and Dinner at least One Thousand Five Hundred (Php1,500.00) per pax/day.</li> <li>• Maximum of 10 pax per day</li> </ul>
<p><b>E. Air tickets</b></p> <ul style="list-style-type: none"> <li>• Manila-Cebu-Manila</li> <li>• TPB Personnel six (6)</li> <li>• Comprehensive insurance including Covid-19</li> <li>• 20 kg. baggage allowances</li> </ul>	<p><b>E. Air tickets</b></p> <ul style="list-style-type: none"> <li>• Manila-Laoag- Manila</li> <li>• TPB Personnel six (6)</li> <li>• with comprehensive insurance including Covid-19</li> <li>• 20 kg. baggage allowances</li> </ul>
<p>F. Provisions of Coordination meetings and Onsite related expenses in the amount of Sixty Thousand Pesos (Php60,000.00)</p>	<p>F. Provisions of Coordination meetings and Onsite related expenses in the amount of Sixty Thousand Pesos (Php60,000.00)</p>

#### **IV. PROJECT IMPLEMENTATION**

Indicative Dates :

- 23-25 January 2023 in Cebu
- 01-04 February 2023 in Laoag /La Union

*Note: Dates are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.*

#### **V. SPECIAL/ADDITIONAL REQUIREMENTS**

- Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.
- Must be a legally registered tour operator company or travel agency under Philippine laws for at least three (3) years. Required to submit proof of registration either from SEC, DTI or CDA.
- Secured sponsorship or discounted rates should be deducted to total expenses.

#### **VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

- Six Hundred Thousand Pesos Only (PhP600,000.00) inclusive of all applicable taxes and fees.

#### **VII. CONTRACT DURATION**

One-time engagement and the contract shall commence upon receipt of the Notice to Proceed which should not be later than 7 days upon its issuance until completion of deliverables.

#### **VIII. TERMS OF PAYMENT**

1<sup>st</sup> Tranche upon completion of Cebu Leg

2<sup>nd</sup> Tranche upon completion of Laoag/La Union Leg

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications thirty (30) days upon receipt of the Statement of Account (SOA)/Billing.

#### **IX. PROJECT OFFICER/S**

**Michelle S. Alcantara**

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