

**TECHNICAL SPECIFICATIONS  
SERVICES OF A TOUR OPERATOR FOR THE  
PHILIPPINE TOUR GUIDES HYBRID CONFERENCE**

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**I. BACKGROUND**

Philippine Tour Guide plays a vital role in developing a holistic sustainable, unique experience and fun travel of every tourist. Tour Guides significant role in the tourism industry under Republic Act 9593 or Tourism Act of 2009 in promoting, marketing and creating a favorable image of the country and contributes enriching Philippine experience for local and foreign visitors. As part of the government approach in enhancing over-all tourists experience, the Tourism Promotions Board (TPB) Philippines in partnership with the Philippine Federation of Professional Tour Guides, Inc. (TGFed) would like to intensify the Filipino Brand of Service and Excellence campaign and at the same time celebrating the International Tourist Guide's Day on the 21<sup>st</sup> day of February 2023.

**II. OBJECTIVES**

Specifically, the **PHILIPPINE TOUR GUIDES HYBRID CONFERENCE** aims to:

1. To foster the importance of Filipino Brand Service and Excellence
2. To understand the Key, Strategic and Emerging Markets of the Philippines
3. To understand the existing and emerging markets of the Philippines
4. To present the 70 newly developed and 40 developing tourism circuit that is ready to accept visitors.

**III. SCOPE OF SERVICES**

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for public bidding based on one (1) lot identified below:

LOT	PARTICULARS	ABC																		
<p><u>MANILA-ILOILO</u>  <b>February 18-22</b>  <b>2023</b>  <b>Indicative date</b></p>	<p><b>Accommodation</b></p> <table border="1"> <thead> <tr> <th data-bbox="448 405 573 447">Date</th> <th data-bbox="573 405 1003 447">No. of rooms</th> <th data-bbox="1003 405 1097 447"></th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="448 447 1097 531"><b>For International Speakers arriving in Manila</b></td> </tr> <tr> <td data-bbox="448 531 573 783">Feb 17-19</td> <td data-bbox="573 531 1003 783"><b>5 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast with transfers Airport from Citadine Hotel (RT)</td> <td data-bbox="1003 531 1097 783"></td> </tr> <tr> <td data-bbox="448 783 573 993">22-24</td> <td data-bbox="573 783 1003 993"><b>3 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast in Solina Resort in Carles, Iloilo</td> <td data-bbox="1003 783 1097 993"></td> </tr> <tr> <td data-bbox="448 993 573 1455">24-26</td> <td data-bbox="573 993 1003 1455"> <p><b>3 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast in The Lind Suite Boracay</p> <p><b>3 deluxe rooms</b> or its equivalent for two (2) nights based on triple sharing occupancy with breakfast in The Lind Suite Boracay</p> </td> <td data-bbox="1003 993 1097 1455"></td> </tr> <tr> <td data-bbox="448 1455 573 1753">26-27</td> <td data-bbox="573 1455 1003 1753"><b>5 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast with transfers from Domestic Airport to Hotel and Citadine to International</td> <td data-bbox="1003 1455 1097 1753"></td> </tr> </tbody> </table>	Date	No. of rooms		<b>For International Speakers arriving in Manila</b>			Feb 17-19	<b>5 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast with transfers Airport from Citadine Hotel (RT)		22-24	<b>3 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast in Solina Resort in Carles, Iloilo		24-26	<p><b>3 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast in The Lind Suite Boracay</p> <p><b>3 deluxe rooms</b> or its equivalent for two (2) nights based on triple sharing occupancy with breakfast in The Lind Suite Boracay</p>		26-27	<b>5 deluxe rooms</b> or its equivalent for two (2) nights based on single occupancy with breakfast with transfers from Domestic Airport to Hotel and Citadine to International		<p><b>PhP995,000.00</b></p>
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	Airport	
<b>Working Committee</b>		
Feb. 17-19, 2023	<b>6 deluxe rooms</b> or its equivalent for two (2) nights based on triple sharing occupancy with breakfast with transfers from Airport to SEDA Hotel Atria (Iloilo City)	
22-24	<b>7 deluxe rooms</b> or its equivalent for two (2) nights based on triple sharing occupancy with breakfast in Solina Resort Carles, Iloilo	
24-25	<b>5 deluxe rooms</b> or its equivalent for one (1) night based on triple sharing occupancy with breakfast in Roxas City	
<p><b>TRANSPORTATION</b></p> <p><b>For ILOILO</b></p> <p><b>1 van</b> allocated for the working committee starting February 18 until February 22, 2023</p> <p><b>3 vans</b> for VIPs and International Resource Speakers from February 19-22, 2023</p> <p><b>3 Buses</b> allocated for pre-tour activity (half day) on February 19, 2023</p> <p><b>3 Buses</b> allocated for the Immersion Activity (whole day) on February 21, 2023</p> <p><b>1 coaster for the working committee</b>  Feb 22 - Iloilo to Carles, Iloilo  Feb. 23 – transfers from Solina Hotel to Carles</p>		

Port (RT)  
 Feb. 24 Carles- Capiz  
 Feb 25 Capiz- Iloilo  
**1 van for the speaker**  
 Feb 22 - Iloilo to Carles, Iloilo  
 Feb. 23 – transfers from Solina Hotel to Carles  
 Port (RT)  
 Feb. 24 Carles- Boracay

**Note: vans must be 2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.)**

*Note: Drivers must undergo a **Rapid Antigen Test (COVID-19) within 24 hours before the tour***

**Meals**

Date		No of pax
Feb 18	Lunch	30 pax
Feb 19	Lunch	60 pax
	AM/ PM snack	60 pax
	Dinner	60 pax
Feb 20	Lunch	60 pax
	Dinner	60 pax
	AM/ PM snack	60 pax
Feb 21	Lunch	60 pax
	Dinner	60 pax
	AM/ PM snack	60 pax

**Meals during the cross-learning activity  
 Incentivized Lunch with cultural and musical entertainment during the **amounting to PhP1,000.00 per pax/ meal for 150 pax****

*Note: Lunch all throughout the duration of the tour with one (1) round of drinks or beverage*

	<p><b>Provision of Incentivized Conference kit such as bags from NAGPANA weaving community amounting to Php700.00 for 130 participants</b></p> <p><b>First Aid Kit on board the tour vehicle</b> with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p><b>Provision of Stand-by paramedics at identified allocation</b></p> <p><b>Provision of 1 professional videographer and 1 professional photographer</b> to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 tpb copies after the tour module and one (1) external hard drive(subject for approval of TPB)</p> <p><b>Provision of Covid-19 Antigen test</b> as maybe required by the LGU</p> <p><b>Provision for on-site related expenses, incidental and other miscellaneous expenses</b> as the need arises subject to TPB's approval amounting to <b>Php200,000.00</b></p>	
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**IV. PROJECT IMPLEMENTATION SCHEDULE**

LOT	DESTINATIONS	DATES
	ILOILO	February 18-22, 2023

## V. ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, 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 at **no additional cost**.
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. ***Tour 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 **must submit completed projects for at least three (3) years**
7. 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***.
8. Valid Department of Tourism (DOT) Certificate of Accreditation.

## VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the one **(1) Lot** is **NINE HUNDRED NINETY FIVE THOUSAND PESOS ONLY (PhP995,000.00)** inclusive of all applicable tax and fees.

## VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services.

LOT NO.	DESTINATION/S	AMOUNT
1 <sup>st</sup> Tranche	Approval of the Final Program and Itinerary	15% of the total contract price
2 <sup>nd</sup> Tranche	Confirmed booking of Domestic air-tickets	40% of the total contract

	and accommodation for speakers and secretariat.	price
3 <sup>rd</sup> Tranche	<b>Full completion of deliverables</b> for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% 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.

#### **VIII. CONTRACT DURATION**

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

#### **IX. CONTACT INFORMATION**

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