

## **TECHNICAL SPECIFICATIONS**

### **SERVICES OF A TOUR OPERATOR FOR THE TOURISM PROMOTIONS BOARD (TPB) MEMBERSHIP PROGRAM'S CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY 2023**

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#### **I. BACKGROUND**

Mandated by Republic Act 9593, the TPB Membership Program aims to provide marketing services and benefits to its members through various activities that promote, advocate, and represent its members' interests for the benefit and sustainable development of their business, tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

Additionally, the Tourism Promotions Board (TPB), in its commitment of pursuing green and sustainable tourism, has started conducting its Corporate Social Responsibility (CSR) Program in 2015, with the aim of creating deeper environmental awareness and assisting communities as partners in spreading sustainable tourism.

As an institution engaged in the promotion of tourism, TPB also needs to balance its role by participating in activities that will help maintain and restore the natural characteristics of our environment. Last 29-30 November 2022, the TPB conducted its first CSR activity to its members in Mt. Purro Nature Reserve, Antipolo City, Rizal. The program included activities such as seed potting, immersion with the Dumagats, tipsy with sustainability, river trek and workshop on regenerative travel.

This year, the TPB Membership Program intends to conduct reforestation activities in the province of Zambales. The site is an ancestral land of the indigenous Aeta community and for many years, the forests of Zambales Mountains have provided food, medicine and income for the community that was destroyed by the eruption of Mt. Pinatubo in 1991. Due to this climactic event, the landscape of Zambales drastically changed wherein many areas once lush and green forests had been burned and buried in volcanic ash. Excessive logging and other unsustainable practices also threaten the area up to this day.

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for its members' Corporate Social Responsibility (CSR) activity.

#### **II. OBJECTIVES**

1. Engage TPB members to take part in activities that aim to foster green and environmental awareness and provide assistance to communities as partners in spreading sustainable tourism;
2. To help mitigate the adverse effects of tourism on the environment by planting native tree seedlings;

3. To inspire other tourism stakeholders and partners to participate in similar projects to help maintain the natural characteristics of our environment (leading by example); and
4. To reinforce the commitment of TPB members as ambassadors of green and sustainable tourism.

### III. SCOPE OF WORK/SERVICES

	PARTICULARS	Php970,000.00
<b>Site Validation</b>  Number of participants: 3 pax	<b>A. Site Validation (2D/1N)</b>  1. <u>Accommodation</u> 2 twin sharing room with breakfast (separate beds) Must be located around San Narciso or San Felipe, Zambales  2. <u>Land Transportation</u> <ul style="list-style-type: none"> <li>- One (1) van (2018 model or newer) with driver</li> <li>- Inclusive of fuel, driver, toll, parking, and overtime fees</li> <li>- Inclusive of driver accommodation, meals and other expenses</li> </ul> Itinerary: Day 1: Residence/TPB – Zambales Day 2: Zambales – Residence/TPB  Other requirements: <ul style="list-style-type: none"> <li>- First Aid kit on board</li> <li>- Provision of umbrella on board</li> <li>- Equipped with GPS or Waze and charge units for phones</li> <li>- Driver should have strong navigation skills</li> <li>- Draft itinerary provided (subject to change without prior notice)</li> <li>- Should the bus/van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>	

	<p>3. <u>Visit to the following:</u></p> <ul style="list-style-type: none"> <li>- Yangil Community (interaction with the Aetas and reforestation activities)</li> <li>- NGO Alon and Araw (Zambales Youth)</li> <li>- Green Antz (Plastic Recycling Facility)</li> <li>- Inspection of possible accommodation for the actual run</li> </ul>	
<p><b>Actual Tour</b></p> <p>Number of participants: 30 pax (inclusive of TPB representatives)</p>	<p><b>B. <u>Actual Tour (2D/IN)</u></b></p> <p>1. <u>Accommodation</u> 17 twin sharing room with breakfast (separate beds) Must be located around San Narciso or San Felipe, Zambales</p> <p>2. <u>Land Transportation</u> One (1) unit of bus and one (1) unit of van (2018 model or newer)</p> <ul style="list-style-type: none"> <li>- Adequate to transport 45-49 persons with luggage compartment and driver</li> <li>- Inclusive of fuel, driver, toll, parking, and overtime fees</li> <li>- Inclusive of driver accommodation, meals and other expenses</li> </ul> <p>Itinerary: Day 1: TPB – Zambales Day 2: Zambales – TPB</p> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>- First Aid kit on board</li> <li>- Provision of umbrella on board</li> <li>- Equipped with GPS or Waze and charge units for phones</li> <li>- Driver should have strong navigation skills</li> <li>- Draft itinerary provided (subject to change without prior notice)</li> <li>- Should the bus/van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>	

	<p>3. <u>Meals</u></p> <p>Day 1:</p> <ul style="list-style-type: none"> <li>- Packed breakfast meal with beverage for 30 pax</li> <li>- AM &amp; PM Snacks for 30 pax</li> <li>- Lunch set with one (1) round of softdrinks or juice for 30 pax</li> <li>- Incentivized dinner buffet with one (1) round of softdrinks or juice for 30 pax</li> </ul> <p>Day 2:</p> <ul style="list-style-type: none"> <li>- AM &amp; PM Snacks for 30 pax</li> <li>- Lunch set or buffet with one (1) round of softdrinks or juice for 30 pax</li> </ul> <p>*Menu to be approved by the TPB  *Should include chips, candies/mint, distilled or purified drinking water onboard (for refilling purposes)</p> <p>4. <u>CSR Welcome Kit and Souvenir</u></p> <p><i>Sanitary Kit for 30 pax</i></p> <ul style="list-style-type: none"> <li>- Disposable raincoat, mosquito repellent, tissue, wet tissue, isopropyl alcohol spray, planting gloves, masks</li> </ul> <p><i>Program Souvenir for 30 pax</i></p> <ul style="list-style-type: none"> <li>- Sustainable/eco-friendly and/or destination-based program souvenir amounting to Php 950.00 per head*</li> </ul> <p><i>*Note: Designs/items subject to TPB's approval</i></p> <p>5. <u>Incentivized tours and activities</u></p> <ul style="list-style-type: none"> <li>- Inclusion of community tour guides (1 guide for every 10 participants) and gratuity/tip</li> <li>- Reforestation activities (Seed potting, tree planting, pond/irrigation building)</li> <li>- Interaction with the Aetas and NGO Alon and Araw with snacks (participants and community)</li> <li>- Cooking demo (delicacy or local dish)</li> </ul>	
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	<ul style="list-style-type: none"> <li>- Turn-over of collected plastics to Green Antz</li> <li>- Provision of program banner* *Design subject to TPB's approval</li> </ul> <p>6. <u>Photo/Video Coverage</u> Program photo and video coverage for 2 days with the following output:</p> <ul style="list-style-type: none"> <li>- 200-250 color-enhanced photos</li> <li>- 3-4 minutes event highlight video in a google drive</li> <li>- Submission of raw videos and photos in an external drive</li> </ul> <p>7. <u>Travel Insurance</u> Travel insurance with COVID-19 coverage worth PhP100,000.00 per participant (total of 30 pax)</p> <p>8. <u>Provision of onsite related expense</u></p> <ul style="list-style-type: none"> <li>- Provision of incidental and other miscellaneous expenses amounting to PhP20,000.00 (additional participants, equipment rental, porter fees, 4x4 ride, and other miscellaneous expense)</li> </ul>	
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#### IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

Site Validation	09-10 June 2023
Actual Tour	23-24 June 2023

#### 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 2020 – 2022**
- Must be DOT-accredited tourism establishment. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;**

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

The ABC is **Nine Hundred Seventy Thousand Pesos Only (PhP970,000.00)** inclusive of all applicable taxes and fees.

## **VII. TERMS OF PAYMENT**

Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB). Full payment within thirty (30) days upon receipt of Statement of Account or Billing with completion of the requirements stipulated in the technical specifications.

The supplier is encouraged to have a Landbank account. Payment will be through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

## **VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

## **IX. PROJECT OFFICERS' CONTACT INFORMATION**

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