

## **TECHNICAL SPECIFICATIONS**

### **SERVICES OF A TOUR OPERATOR FOR THE ASSOCIATION OF TOURISM OFFICERS OF THE PHILIPPINES (ATOP) - DOT PEARL AWARDS**

#### **I. BACKGROUND**

The ATOP-DOT Pearl Awards is an annual recognition program organized by the Association of Tourism Officers of the Philippines (ATOP). The Pearl Awards aim to honor and acknowledge exceptional achievements and innovations in tourism at the local government unit (LGU) level in the Philippines.

The Pearl Awards recognizes the efforts of LGUs in promoting sustainable tourism, preserving cultural heritage, implementing effective tourism programs, and achieving significant milestones in tourism development. It serves as a platform to showcase best practices, innovative projects, and success stories that have made a positive impact on the tourism industry.

The ATOP-DOT Pearl Awards underscores the commitment of the Department of Tourism and ATOP to recognizing and celebrating the remarkable efforts of LGUs in driving tourism growth, preserving cultural heritage, and fostering sustainable tourism practices in the Philippines.

#### **II. OBJECTIVES**

The objectives and rationale of the ATOP-DOT Pearl Awards align with the goal of recognizing, promoting, and inspiring excellence in tourism development at the local government unit level, while encouraging sustainability, collaboration, and innovation within the Philippine tourism industry.

In line with the above-mentioned objectives, the Tourism Promotions Board is in need of services of a tour operator that shall provide domestic air tickets, land transportation, accommodation, meals and onsite related expenses for two TPB representatives attending the said event.

#### **III. SCOPE OF WORK & DELIVERABLES**

##### **Airline Tickets**

- Preferably Philippine Airlines
  - Roundtrip domestic air tickets for 2 pax inclusive of 20 kilos baggage allowance, other taxes & applicable charges with comprehensive travel insurance of COVID-19 coverage
  - Route: MNL-MPH-MNL
    - Must be rebookable, refundable or can be converted into travel fund
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### **Accommodation**

- Two (2) single room accommodation for two (2) pax at Business category (if applicable/available) or its equivalent for three (3) days and two (2) nights, inclusive of breakfast
- With roundtrip transfers

### **Land Transportation**

- One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees) within Caticlan

### **Meals**

- Provision of AM, PM Snacks, Lunch and Dinner for 3 days for 3 pax amounting to PhP 2,000.00 per day per person

### **Onsite-related expense**

- Provision of onsite-related expenses not more than PhP 10,000.00 for coordination meetings, load card for TPB personnel, porter fees, transportation to/ from MNL airport and other miscellaneous expenses

### **Other terms and conditions**

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to 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. Total cost should be based on actual expense.
4. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.

## **IV. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. 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 2021-2023;
3. Must be a DOT-accredited tourism establishment. Required to submit either a valid DOT – accreditation certificate or provisional accreditation certificate.

## **V. PROJECT IMPLEMENTATION DATE**

ATOP- DOT Pearl Awards

05 October 2023 (*indicative date*)

Boracay

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

The ABC is **ONE HUNDRED EIGHTY-ONE THOUSAND PESOS ONLY (PHP 181,000.00)** inclusive of all applicable taxes and fees.

**VII. TERMS OF PAYMENT**

Send bill arrangement to the TPB after the full completion of requirements. One-time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.

**VIII. CONTRACT DURATION**

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

**IX. PROJECT OFFICER'S CONTACT INFORMATION**

For particulars, please contact the following:

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