

TOURISM PROMOTIONS BOARD PHILIPPINES
TECHNICAL SPECIFICATIONS

Services of a Tour Operator for the Conduct of Cebu Pacific Air Influencer Invitational Tour
in Clark and Environs
23-27 July 2023 (indicative)

I. BACKGROUND

To strengthen its promotion of its newly launched Narita – Clark flight, Cebu Pacific Air is requesting the Tourism Promotions Board (TPB), through the Philippine Department of Tourism – Tokyo Office (PDOT-Tokyo Office) for the conduct of an Influencer Invitational Tour in Clark, Philippines on 21-25 May 2023.

The Invitational Tour aims to highlight Region and its nearby destination's heritage and cuisine as well as nearby destinations in Clark. The tour is set to promote the new air travel route as a gateway to North Luzon for the Japanese market through influencer marketing. This influencer marketing partnership with the Cebu Pacific Air will be an opportunity to the Philippines to strengthen presence online and putting highlight to the new flight route, opening a gateway to North Luzon for the Japanese market.

In this regard, the Tourism Promotions Board Philippines (TPB) requires the services of a tour operator to conduct arrangements of tours, transportation, coordination, and other required services for the Cebu Pacific Air Influencer Invitational Tour in Clark and its Environs.

II. OBJECTIVES

1. Create awareness of the Philippines (Manila and Clark) as the next destination to visit.
2. Promote the new flight route of Cebu Pacific Air (Narita – Clark)
3. Ensure that the Philippines remains a top of the mind destination for Japanese market for their overseas travels.
4. Create digital materials / contents that can be shared online.

III. SCOPE OF WORK / SERVICES

The TPB shall procure the services of a tour operator for the provision of the following requirements:

CLARK AND VIGAN Indicative Dates: 23 – 27 July 2023 <i>(subject to change without prior notice)</i> ABC: PhP 998,000.00		
DELIVERABLES	SPECIFICATION	REMARKS
<i>Participants</i>	Total number of participants: 11 persons <ul style="list-style-type: none"> - 9 influencers - 1 PDOT Tokyo Staff - 1 TPB Staff 	Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.
<i>Transportation (Air)</i>	To cover roundtrip airline taxes and surcharges for 10 persons through Cebu Pacific Air flight <ul style="list-style-type: none"> - Narita – Clark – Narita flight (schedule of flight to be advised) - Ten (10) persons - Roundtrip 	Note: <ul style="list-style-type: none"> - Airlines taxes and surcharges for 10 persons to be covered by the winning bidder (Cebu Pacific Air).
<i>Transportation (Land)</i>	<ol style="list-style-type: none"> 1. One (1) unit of coaster (20-25 persons' capacity) 2. One (1) van for Manila-Clark-Manila use (TPB staff/s) <ul style="list-style-type: none"> - Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. - Comply with IATF protocols / guidelines on safety, capacity, and coverage; daily disinfection of vehicle; 	<ul style="list-style-type: none"> - Assigned driver/s should have a negative RT-PCR (COVID-19) test taken 48 hours before the tour or self-administered antigen test taken 24 hours before the tour. - Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in

	<p>ensure cleanliness at all times.</p> <ul style="list-style-type: none"> - Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. - Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints. - Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. - Must include driver's fee as well as his food, RT-PCR test, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses. - All vehicles must be DOT-accredited. 	<p>interacting with foreign guests.</p>
--	---	---

Accommodation	<p>Eleven (11) single occupancy rooms</p> <ul style="list-style-type: none"> - Duration: 5 days/4 nights (2 nights in Clark / 2 nights in Vigan) - Category: Deluxe or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) - Complimentary breakfast - DOT-Accredited hotel/resort 	<p>Preferred hotels:</p> <p>Clark:</p> <ul style="list-style-type: none"> - Clark Marriott Hotel - Swissotel - Hilton Clark Sun Valley Resort <p>Vigan:</p> <ul style="list-style-type: none"> - Hotel Luna
Meals & Beverages	<p>Provision of full-board meals and beverages for 11 persons for the whole duration of the trip.</p> <ul style="list-style-type: none"> - Breakfast (hotel complimentary / restaurant / packed, if applicable) - AM and PM snacks - Lunch (at PhP1,000.00 per person) - Dinner (at PhP1,500.00 per person) 	<p>Notes:</p> <ul style="list-style-type: none"> - One round of non-alcoholic beverage per meal. - TPB representative to finalize the order/s per meal based on the itinerary. - Ensure provision of dietary requirements, if there is any. - Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
Travel Insurance	<p>Provision of a comprehensive travel insurance with medical coverage for COVID-19, for 11 persons.</p>	
Itinerary Activities, Tours, Entrance and Environmental Fees	<p>Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 11 persons.</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change, based on recommendations of TPB, DOT Foreign

	<ul style="list-style-type: none"> - Cover entrance and environmental fees, if needed. 	<p>and Regional Offices involved, and IATF orders on local travel restrictions.</p> <ul style="list-style-type: none"> - Provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. - Final itinerary to be approved by the TPB representative and must adhere to the existing health and safety protocols set by the IATF and the local government unit/s involved.
<i>Tour Kits</i>	<p>Provision of safety tour kits for 11 persons to include the following:</p> <ul style="list-style-type: none"> - Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging - 500 ml reusable water tumbler - Two (2) pieces individually wrapped disposable KN-94 masks - One (1) pack of facial tissue - One (1) pack wet wipes (biodegradable bamboo fiber material) - 50 ml. of 70% isopropyl alcohol in spray bottle - Hand sanitizer 	

	<ul style="list-style-type: none"> - Mints - Mosquito repellent in spray - Sunblock - Disposable hooded emergency raincoat <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines:</p> <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - Ibuprofen for pain reliever 	
<i>Tour Guide</i>	<p>Provision of one (1) licensed DOT-accredited English/Japanese speaking tour guide or a DOT-accredited English speaking tour guide with a Japanese interpreter with the following qualifications:</p> <ul style="list-style-type: none"> - Must be expert or familiar of the destination - Must be fluent and conversant in English and Japanese - Must have an in-depth knowledge of the Philippines 	<p>Note:</p> <p>All assigned / deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours before the tour or self-administered antigen test taken 24 hours before the tour.</p>
<i>Tour Coordinator</i>	<p>Tour should be accompanied by one (1) tour coordinator from the Tour Operator to</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Tour Coordinator must have at least

	handle on-site requirements and arrangements for the duration of the tour.	<p>one (1) year relevant experience.</p> <ul style="list-style-type: none"> - Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour. - All assigned / deployed personnel by the tour operator must have a negative RT-PCR test result taken 48 hours before the tour or self-administered antigen test taken 24 hours before the tour.
<i>Incidental and Other Miscellaneous Expenses</i>	<ul style="list-style-type: none"> - Provision of budget to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses amounting to PhP10,000.00. - Provision of pocket wifi for the participants for the duration of the trip. 	

IV. GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS

1. Assistance in preparing/securing entry documents, as may be necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a "send-bill" arrangement based on the actual number of participants and costs incurred. 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 following the prevailing accounting and auditing rules and regulations.

4. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011 and the IATF Safety Guidelines and Protocols.

V. PROJECT IMPLEMENTATION SCHEDULE

Tour operator to provide the mentioned services from the following indicative schedule based on the attached itinerary.

VI. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for all of the tour activities. The proposals shall include the following:

1. Detailed itinerary (as attached);
2. Itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees, and other applicable fees, charges, and taxes);
3. Accommodation with breakfast;
4. Tours with meals; and
5. Entrance fees, environmental fees, and other similar fees, taxes and charges, and guide fees.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger.

VII. QUALIFICATION OF BIDDERS

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws;
2. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal);
3. Must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants;

4. Must have a professional track record in handling international groups in the last five (5) years and handled at least five (5) similar projects
5. Must have experience in organizing and coordinating travel arrangements, specifically within NCR, Region I and III

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the project lots is **NINE HUNDRED NIGHTY EIGHT THOUSAND PESOS (PHP 998,000.00)** inclusive of all taxes and fees, provided that the amount of the bid does not exceed the above-mentioned approved budget.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger.

IX. TERMS OF PAYMENT

PARTICULARS / MILESTONES	TERMS OF PAYMENT
1 st Tranche: Bookings and reservations of all deliverables Indicated in the Terms of Reference (accommodation, transportation, guides, activities, etc.)	15% of the total contract price
2 nd Tranche: After the successful implementation of the Tour (with final SOA and other documents needed for payment processing).	85% of the total contract price
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)

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

MICKA ANJELLA D. CALZADO
Acting Head, North Asia Division
4F Legaspi Towers 300, Roxas Blvd., Manila 1004

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

X. CONTRACT DURATION

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

XI. PROJECT OFFICER CONTACT INFORMATION

NAME : Mr. Mark Nicole M. Evangelista
CONTACT : 02 8 525 9318 loc. 292
EMAIL : nicole_evangelista@tpb.gov.ph