

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE COMMUNITY-BASED TOURISM (CBT) WORKSHOP IN DAVAO CITY

I. BACKGROUND

Tourism continues to grow as a significant industry generating economic growth and development in the Philippines. Associated with its success is the participation of communities surrounding tourist destinations. As a result, community-based tourism (CBT) initiatives have emerged to account for the community's increasing participation in tourism development. CBT has been viewed as offering an opportunity to empower local communities to develop a more appropriate grassroots form of sustainable tourism than mass tourism and to contribute to local economic development and poverty reduction. The COVID-19 pandemic severely affected community-based tourism with travel restrictions and country-wide lockdowns shutting down all tourism activities. The lack of tourism and income-earning opportunities has made their future uncertain while they wait for government support and economic recovery post-COVID-19.

One of these government supports is the conduct of the Marketing Assistance to Sustainable Community-Based Tourism (SCBT) Workshop, an intervention that can improve the community's capacity in terms of digital marketing, social media management, content creation, and product branding, and sustainable packaging design. As a new component of this program, DPD intends to invite media practitioners to cover the event. This will also maximize mileage for the community as potential tourism sites and attractions that can provide travelers with a unique community experiences.

II. Objectives

- 1.** Assess and validate existing and potential Community-Based Tourism sites nationwide based on the impact of COVID-19 and interventions for the recovery and sustainability
- 2.** Enhance of marketing and promotional activities by providing an appropriate venue and platform to promote and market their local tourism products and services
- 3.** Provide capacity building activities to Community Based-Tourism members in creating basic marketing plans or designing tourism activities as well as other marketing skills enhancements that are consistent with the local ways of life while increasing the value of local resources and knowledge.

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:

(FOR VIP SPEAKERS/ TPB/DOT)

Accommodation for 10 rooms at a Deluxe Type category or its equivalent
Preferred Hotel: DUSIT THANI Davao
for (3D/2N)

FOR COMMUNITY PARTICIPANTS

Accommodation for 10 rooms triple sharing at a Business category (if applicable/available) or its equivalent with breakfast for (3D/2N)

(FOR VIP SPEAKERS/ TPB/DOT)

Meals for 15 pax (Lunch/Dinner/snacks) @ least Php2, 500 per pax for 3 days.

FOR COMMUNITY PARTICIPANTS

Meals for 20 pax (Lunch/Dinner/snacks) @ least Php2, 000 per pax for 3 days.

Provision of an air-conditioned function hall equipped with light and sounds system, chairs and table that can accommodate minimum of 100 pax

Land Transportation**For VIPs/TPB**

Two (2) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)

- Transfer in and out (MNL-DVO-MNL)
- Pick-up and drop-off of two (2) TPB personnel residence to the airport (MNL-DVO-MNL)

For COMMUNITY PARTICIPANTS

Two (2) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)

- Transfer in and out (SOUTH COTABATO – DAVAO- SOUTH COTABATO)
- Pick-up and drop-off

One (1) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.)

- Transfer in and out (DAVAO Province)
- Pick-up and drop-off

Two (2) unit of a van (2018 model or newer) with driver (inclusive of gas and parking fees.) until the end of the (3) days workshop

Note: Route shall be advise by the TPB Project Officer

10 Comprehensive Travel Insurance with COVID-19 coverage

Domestic Air-ticket for 10 pax**MANIL-DAVAO-MANILA via PR**

Rebookable/refundable with additional 20 kilos baggage allowance per pax per way

Provision of 10 Tokens/giveaways to resource speakers and facilitators

Provision of professional fee, logistics for (6) resource speakers and (1) facilitator

On-site related expenses amounting to **Php100,000.00**

Entrance Fees/Environmental Fees

Airport Terminal Fees

Porter Fees

Incidental and other miscellaneous expenses
Coordination Meeting with Local Tourism stakeholders amounting to Php15,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

February 02 – 05, 2024 (Note: *Dates are indicative only*)

V. ADDITIONAL TECHNICAL 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.
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 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.***
7. Valid Department of Tourism (DOT) Certificate of Accreditation.

VI. CONTRACT DURATION

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

VII. TERMS OF PAYMENT

Send the bill arrangement to the Tourism Promotions Board after the full implementation/completion of requirements. One time engagement, payment will be paid upon receipt of Statement of Account or Billing.

Note: The bidders are encouraged to have a Landbank account. Payment will be made through Land Bank of the Philippines bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the contract is **ONE MILLION PESOS ONLY (Php1,000,000.00)**, inclusive of all applicable tax and fees.

XI. CONTACT INFORMATION

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