

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE MEDIA TOUR AND COVERAGE OF TPB'S REGIONAL TRAVEL FAIRS (RTF) 2024

LOT 1: 13th RTF Region XII General Santos City, South Cotabato | 26-30 September 2024

LOT 2: 14th RTF Region VI Roxas City, Capiz | 17-21 October 2024

I. BACKGROUND

The Regional Travel Fair (RTF) is a government-initiated travel fair that strategically goes around and conducts events in different regions of the country. It aims to promote and sell domestic tour packages by showcasing the best regional products and services in partnership with DOT regional offices, local government units, and private industry players.

The RTF encompasses Business-to-Business (B2B) and Business-to-Consumer (B2C) components. The B2B provides a platform for sellers and buyers to renew and expand their business network and have opportunities to innovate and develop travel-related business operations aligned with the government's health and safety guidelines protocol. On the other hand, B2C offers the public discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services.

In 2024, the 13th and 14th Regional Travel Fairs will feature the SOCCSKSARGEN and Western Visayas regions in September and October, respectively. The Tourism Promotions Board (TPB) Philippines will invite media representatives to the event and publish necessary materials to increase people's knowledge and interest.

In this regard, the TPB needs the Services of a Destination Management Company/ Tour Operator who will handle the ground arrangements for the Media Tour and Coverage of the 13th RTF in General Santos City, South Cotabato, and the 14th RTF in Roxas City, Capiz.

II. OBJECTIVES:

1. To generate media mileage and boost TPB's online presence through media coverage of the Regional Travel Fair
2. To promote General Santos City, Roxas City, and the Philippines as a safe, uniquely diverse, and fun destination

III. SCOPE OF WORK AND SERVICES

	LOT 1 - 13th RTF	LOT 2 - 14th RTF
Date of Event	26-30 Sept 2024	17-21 Oct 2024
Destinations	South Cotabato (see sample itinerary as basis)	Capiz (see sample itinerary as basis)
Number of Pax	7	7

Specifications are applicable for both lots:

AIR TICKET REQUIREMENTS	<ul style="list-style-type: none"> • Seven (7) rebookable, reroutable, and refundable roundtrip economy air tickets inclusive of 20 kilos baggage allowance, other taxes and applicable charges with comprehensive travel insurance • All are seated together as much as possible and preferably front row or closer to the Entrance/Exit • Flight dates are subject to change • Must include online check-in services and other requirements as deemed necessary • Provision of airport meals (food and beverages) while waiting or in case of flight delays amounting to a maximum of PhP500.00 per pax • Preferred flight carrier: Philippine Airlines <p>LOT 1 - 13th RTF September 26, 2024: MNL to GES (morning flight) September 30, 2024: GES to MNL (afternoon flight)</p> <p>LOT 2 - 14th RTF October 17, 2024: MNL to RXS (morning flight) October 21, 2024: RXS to MNL (afternoon flight)</p>
LAND TRANSPORTATION	<ul style="list-style-type: none"> • Van rental for the following: <ul style="list-style-type: none"> - Transportation from Legaspi Towers 300 to NAIA - LOT 1: South Cotabato & LOT 2: Capiz inland transportation for airport transfers and tours - At least one (1) van for 10 pax - Must have enough legroom - Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition - Must be at least 2019 model or newer - Rate must be inclusive of vehicle rate, gasoline, toll fees, parking fees, entry passes, permits, comprehensive insurance, onboard snacks, first aid kit per vehicle, and other expenses - Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour • Driver <ul style="list-style-type: none"> - Rate is inclusive of driver's fee, meals, accommodation, overtime fees, comprehensive insurance, communication expenses, and other expenses - With trip ticket - Must wear company ID at all times - Must be equipped with a cellphone with load for easy communication with passengers - Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee

ACCOMMODATION	<ul style="list-style-type: none"> • Hotel with three-star classification or above, and within the vicinity of the event venues • 7 single occupancy rooms hotel accommodation in the Deluxe category (if applicable/available) or its equivalent for 5 days and 4 nights • With complimentary breakfast <p><i>Note: Room accommodation is to follow the preferential rates requested. Please note that DMC should no longer mark up on preferential rates given by the specified hotel/resort.</i></p>
FOOD & BEVERAGE LOT 1&2	<ul style="list-style-type: none"> • All meals and snacks identified in the itinerary during the duration of the trip • Must be good for 7 pax • Maximum budget of PhP1,000 per pax for lunch and for dinner • Menu to be approved by TPB
TOURS / ACTIVITIES LOT 1&2	<ul style="list-style-type: none"> • All paid activities, entrance fees, and environmental fees identified in the itinerary during the duration of the trip • Tour Guide/s must join the tours/activities • Must be good for 7 pax
TOUR GUIDE LOT 1&2	<ul style="list-style-type: none"> • One (1) DOT-accredited/licensed tour guides who will join during the whole trip per each lot. • Rate must be inclusive of the Tour Guide's accommodations, transportation, meal requirements, and other expenses
TOKENS LOT 1&2	<ul style="list-style-type: none"> • Provision of tokens and destination-based giveaways for 7 pax for each lot, preferably to be given upon arrival at the hotel (e.g. hygiene kit, handmade accessories, local products from GenSan and Capiz) subject to TPB's approval
ONSITE-RELATED EXPENSES LOT 1&2	<ul style="list-style-type: none"> • Provision of Fifteen Thousand Pesos (PhP15,000.00) for incidental, medical, and miscellaneous expenses for each lot.
OTHERS LOT 1&2	<ul style="list-style-type: none"> • Provision of tour kits with basic hygiene items, such as alcohol, face masks, tissue, wipes, etc. • Must assist in preparing/securing entry documents, as necessary. • Must be willing to respond to immediate/unforeseen changes in specifications. • Tour activities and/or schedules/dates are subject to change. • Other arrangements that may be mutually agreed upon by the TPB • Final incentivized itineraries should be approved by the TPB and must adhere to existing health and safety protocols set by the local government unit (overseeing the destination).

	<ul style="list-style-type: none"> • Provide an alternative itinerary, without cost to TPB, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events.
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IV. PROJECT IMPLEMENTATION SCHEDULE

LOT 1 - 13th RTF

Date of Event : 26-30 September 2024 (Indicative dates)
 Destination : South Cotabato
 Number of Pax : 7 pax

LOT 2 - 14th RTF

Date of Event : 17-21 October 2024 (Indicative dates)
 Destinations : Capiz
 Number of Pax : 7 pax

V. ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. Must be a Filipino-owned, operated, and legally registered Tour Operator under Philippine laws
2. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements
3. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
4. List of ongoing or completed projects similar to the requirements, preferably in General Santos City and Roxas City with NOA/PO or contract/NTP for at least three (3) projects

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS (PHP 1,000,000.00)**, inclusive of service charges and all applicable fees and taxes broken down into lots as follows:

LOT NO	ITEM/DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	13th Regional Travel Fair (RTF) – Region XII General Santos City	PHP 500,000.00
2	14th Regional Travel Fair (RTF) – Region VI Roxas City, Capiz	PHP 500,000.00
	TOTAL AMOUNT	PHP 1,000,000.00

VII. TERMS OF PAYMENT

1. Payment will be on a send-bill arrangement to be settled 30 days upon receipt of Billing or Statement/Statement of Account.

2. Secured sponsorship or discount rates (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost.
3. The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. DURATION OF THE CONTRACT

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

IX. PROJECT OFFICER'S CONTACT INFORMATION

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