

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TRIP
FOR TOUR OPERATORS, AGENTS, AND MEDIA IN CANADA
BOHOL – METRO MANILA | 19-23 November 2024 (Indicative Dates)

I. BACKGROUND

The Tourism Promotions Board (TPB) Philippines in collaboration with the Philippine Department of Tourism (PDOT) New York, will be supporting a familiarization trip with Groupe Voyages Quebec (GVQ), a large-scale DMC based in Quebec City, and Transat Distribution Canada (TDC), a full-service travel agency in Montreal. GVQ and TDC are planning to conduct a familiarization trip to the Philippines on 12 to 23 November 2024 in preparation for the launch of their Philippine tour package on the 1st Quarter of 2025. The group will consist of twenty (20) travel trade participants and will be visiting Metro Manila, Banaue, El Nido and Bohol highlighting sun and beach, health and wellness, culinary, culture and heritage.

TPB will be hosting the group in Bohol and Metro Manila on 19 to 23 November 2024 and will cover their accommodation, food, and beverage.

This project will be an opportune time to introduce and promote our tourism offerings to the travel trade sector from Quebec by giving them a first-hand experience of the country and convince them to include Philippines in their tour packages and client offerings.

II. OBJECTIVES

- Raise the level of awareness of the Philippines among the Quebec travel trade and consumers;
- Showcase the Philippines as a preferred nature, adventure, wellness, and leisure destination for Canadian travelers;
- Educate the Quebec/Canadian travel trade/agents and consultants about the Philippines and encourage them to develop and sell Philippine tour programs to their travelers;
- Reassert the message that the Philippines remains a safe destination to the public and regain the confidence of tour operators to sell the Philippines to their clients;
- Showcase the Philippines as a sustainable tourism destination through experiential and interactive travel activities; and
- Increase in tourist arrivals and tourist expenditures in the Philippines;

III. SCOPE OF WORK/DELIVERABLES

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

DELIVERABLES	SPECIFICATIONS
Travel Insurance	Comprehensive Travel Insurance worth PhP1,000,000.00 for one (1) pax inclusive of medical coverage for COVID-19, for TPB representative
Participants	Total number of participants: 21 participants <ul style="list-style-type: none">- Twenty (20) Travel Agents from Canada- One (1) TPB representatives <p>Note:</p> <ul style="list-style-type: none">- <i>Minimum guaranteed participants: 10 pax</i>

Transportation	<p>Domestic Airline Ticket</p> <ul style="list-style-type: none"> - Regular/Economy Class, rebookable, re-routable, and with a baggage allowance of 20 kilos per passenger, with provision for excess luggage - Inclusive of all applicable taxes, fuel surcharge, and other fees - Manila (MNL) to Tagbilaran (TAG) <ul style="list-style-type: none"> • 19 November 2024 • PR2773 0910H – 1040H • One (1) Pax - Tagbilaran (TAG) to Manila (MNL) <ul style="list-style-type: none"> • 22 November 2024 • PR2774 1140H – 1310H • One (1) Pax
Accommodation	<p>Deluxe Room Accommodation at a DOT-accredited hotel with breakfast</p> <ul style="list-style-type: none"> - Twenty-One (21) Single Occupancy rooms on the following dates: <ul style="list-style-type: none"> • Bohol – 3 nights stay 19 – 22 November 2024 • Metro Manila – 1 night stay 22 – 23 November 2024 <p><i>*19-23 November 2024 (Indicative Dates)</i></p> <p>Note:</p> <ul style="list-style-type: none"> - <i>Provision for early check-in and late checkout based on the itinerary.</i> - <i>Preferably with welcome amenities in the room upon check-in.</i> - <i>Must be a 4- or 5-star category.</i> - <i>Bohol accommodation must be situated along Dumaluan Beach</i> - <i>Metro Manila accommodation must be situated in Makati, BGC or Pasay Bay Area</i>
Meals And Beverages	<p>Meals and beverage for Twenty-One (21) pax for the whole duration of the trip (breakfast, lunch, AM & PM snacks, and dinner)</p> <ul style="list-style-type: none"> - Breakfast <ul style="list-style-type: none"> • (packed to be arranged, if applicable) - Lunch and Dinner with one (1) round of drinks <ul style="list-style-type: none"> • Budget: PhP2,000.00 per pax/day for both lunch and dinner - AM & PM snacks on board and bottled water with cold towels <ul style="list-style-type: none"> • Budget: PhP400.00 per pax/day <p>Note:</p> <ul style="list-style-type: none"> - <i>TPB representative to finalize the order of meals</i> - <i>Bidders should be willing to accommodate dietary restrictions</i> - <i>With one round of beverage per meal.</i> - <i>Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</i>
Tour Signages And Banners	<p>Provision of one (1) tour banner (for group photos) and two (2) coaster/minibus signages</p> <p>Note:</p> <ul style="list-style-type: none"> - <i>Design and specs are subject to TPB's approval</i> - <i>Placing of tour operator/supplier's logo is not allowed</i>
Itinerary	<p>Interactive/experiential tours and activities for the whole group (please see the attached itinerary)</p> <p>Note:</p>

	<ul style="list-style-type: none"> - <i>Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.</i> - <i>The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.</i> - <i>Provide an alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB.</i>
Others	Provision for incidental, miscellaneous, and onsite related expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.) amounting to Php30,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

The Tour Operator shall provide the mentioned services on 19 – 23 November 2024 (Indicative Dates) in Bohol and Metro Manila. Please see the attached itinerary.

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws;
2. Must have handled at least five (5) similar projects, with at least one (1) group from US or Canada within three (3) years;
3. Must have valid DOT accreditation certificate and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal);
4. Must have expertise in organizing and coordinating travel arrangements, specifically within NCR and Region VII;

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP1,000,000.00)** inclusive of service charges and all applicable taxes.

VII. TERMS OF PAYMENT

Payment shall be made within 30 working days and 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.

Send the bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the full completion of the requirements. Payment will be based on the actual amount cost/cost per pax. Thus, TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount.

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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.

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. CONTACT INFORMATION

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