

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE IMPLEMENTATION OF THE DOMESTIC TOURISM INVITATIONAL PROGRAM (DTIP) 2025

I. BACKGROUND

As a strategy to the commitment of the Philippine Government towards achieving sustainable tourism, the Tourism Promotions Board (TPB) will conduct the Domestic Tourism Invitation Program (DTIP), a series of familiarization trips to be participated by TPB Member Tour Operators and Travel Agents to help assess the marketability of the destinations.

The DTIP focuses on showcasing destinations in line with the Tourism Secretary's 7-point agenda particularly on *Enhancement of overall tourist experience, Equalization of Tourism Product Development and Promotion, Diversification of the Tourism Portfolio through Multidimensional Tourism, and Strengthening Tourism Governance through Close Collaborations with National and Local Stakeholders* with the end goal of improving the country's ranking in the ASEAN Travel and Tourism Competitiveness Index.

II. OBJECTIVES

1. To showcase new destinations and tourism product circuits that are resilient, inclusive, sustainable, and engaging particularly the circuits covered under the Philippine Experience Program;
2. To market and promote the newly developed tourism circuits that are multi-dimensional and diversified which are ready to accept visitors, both domestic and international;
3. To strengthen collaboration with the local tourism stakeholders;
4. For the participants to create new packages to be offered to domestic and international markets; and
5. To enhance the tourist experience in the Philippines which will feel customized to the needs of the visitors.

III. SCOPE OF SERVICES

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

LOT 1: ILOCOS REGION	
ACTUAL IMPLEMENTATION	
Air ticket	<p>Maximum of twenty-two (22) one-way domestic Airticket (MNL-LAO)</p> <ul style="list-style-type: none"> • Economy class • With 10kg baggage allowance each ticket for 20 pax (participants) and 20kg baggage allowance each ticket for 2 pax (TPB) • Rebookable and reroutable with applicable fee/s subject to TPB's approval
Transportation	<p>One (1) Bus and one (1) van</p> <ul style="list-style-type: none"> • All vehicles must be DOT-Accredited • Tourist bus with 28-seating capacity, 2018 model or newer • Passenger Van, 2019 model or newer • Inclusive of gas, parking fees and overtime fees • Should have adequate number of umbrellas for the guests • On-board basic first aid kit per vehicle inclusive of medicines for stomachache, headache, motion sickness, allergic reactions, and elevated blood pressure. Kits to be turned over to the TPB after the tour • Daily disinfection and ensure cleanliness at all times • All vehicles must have identification banner and/or vehicle numbers • Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour • With professional driver familiar with the route equipped with navigational device and/or application • Route (please see attached itinerary for details): Airport – Tour – Hotel Hotel – Tour – Hotel Hotel – Tour - Manila <p><i>Note: bidder must submit a copy of the OR and CR of each unit within 10 calendar days upon issuance of Notice to Proceed</i></p>
Accommodation	<p>Maximum of fifteen (15) twin-sharing rooms in a deluxe category (minimum guaranteed twelve (12) rooms)</p> <ul style="list-style-type: none"> • Must be in a DOT-Accredited Business/Standard Hotel or its equivalent • 3 days / 2 nights • With daily breakfast • Hotel locations: Vigan, Ilocos Sur and San Juan, La Union

Tour/Activities	<ol style="list-style-type: none"> 1. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for maximum of 30 pax 2. Cover entrance fees, environmental fees, and other fees as needed. 3. Provide alternative itinerary or activity in case of fortuitous event and other force majeure, subject to TPB's approval 4. Tour dates and activities are subject to change based on recommendation of TPB and DOT Regional Offices involved.
Meals	<ol style="list-style-type: none"> 1. Themed lunch and dinner (as applicable in the itinerary) for a maximum of thirty (30) pax at PhP1,500.00 per meal per pax per day <ul style="list-style-type: none"> • With one (1) round of drinks (choice of water, juice, or soft drinks) • Menu must include at least four (4) viands, excluding rice, of local cuisines and delicacies of the province/region 2. AM and/or PM Snack <ul style="list-style-type: none"> • Must be a local delicacy • Packed well and can be eaten on board 3. Provision of water refill per vehicle 4. One (1) Welcome Dinner with B2B <ul style="list-style-type: none"> • Venue rental that can accommodate fifty (50) pax; rental to include use of projector and basic sound system for presentations • Can accommodate Classroom and Banquet setup • Menu must include four (4) viands, exclusive of rice, of local and/or specialty cuisines • With one (1) round of drinks (choice of juice or soft drinks) • Availability of water in a dispenser in the venue including refill as needed <p><i>Note: All menu is subject to TPB's approval</i></p>
Travel Insurance	Individual comprehensive Travel Insurance for a maximum of twenty-two (22) pax worth PhP1,000,000.00
Tour Giveaways	<p>Twenty (20) tour kits amounting to PhP700.00/kit, must include the following:</p> <ol style="list-style-type: none"> a. One (1) 30ml 70% isopropyl alcohol in spray bottle b. One (1) 10ml mint breathe spray c. One (1) 50ml insect repellent in a spray bottle d. One (1) 50ml face and body sunblock (SPF 80 or higher) e. three (3) pocket-sized facial tissue f. One (1) drawstring bag with LTP logo <p>Material: Canvas, Macrame Cord Size: 10x12 in Printing: heat press or inkjet printing</p>

	<p>g. One (1) 22Lx11Hx2W cm zippered mesh pouch bag with “Philippines” tag</p> <p>h. One (1) sports microfiber towel with pouch (18x35.5in)</p> <p>Community-based souvenir pillow gifts amounting to PhP1,500.00 per head</p> <ul style="list-style-type: none"> • Must be unique to the provinces/region featured • Must not show the tour operator’s logo • Items are subject for TPB’s approval
Documentation	<p>Documentation team to include:</p> <ul style="list-style-type: none"> - One (1) Photographer - One (1) Videographer - One (1) Drone operator <p>Output required:</p> <ol style="list-style-type: none"> 1. One (1) 30-second reels and five (5) edited photos featuring the highlights of the tour to be submitted on the last day of the tour to be posted in the TPB Social Media accounts 2. Consolidated photos and videos (edited and raw) stored in an external drive, which will be turned over to TPB after the tour. 3. One (1) 90-second AVP highlighting the destinations featured (with pin locations) 4. One (1) 3-minute AVP shortly featuring the participants’ experience in the tour 5. One (1) 5-minute AVP to include interviews of the participants and highlights on their experiences during the tour
Others	<p>Tour Operator must also provide the following:</p> <ul style="list-style-type: none"> • Provision of tour coordinators and tour guides to accompany the group for the whole duration of the trip. Tour Coordinator must have handled at least 3 groups with domestic participants. <p><u>CV of two (2) Tour Coordinators must be submitted with the list of groups handled/assisted together with the technical bid envelope.</u></p> <p>Tour Guide must be DOT-Accredited Provincial or Regional Tour Guide, with a Certificate of Accreditation and a CV to include the list of groups, to be submitted five (5) days before the scheduled trip. <u>(1 tour guide for every 10 participants).</u></p>

	<ul style="list-style-type: none"> Printing of One (1) banner for Photo Opportunities: Material: Polyester Printing: Sublimation with all side sewn Size (WxL): 3x6 ft <p>Note: layout is subject for TPB's approval; Banner will be turned-over to TPB after the tour</p> <ul style="list-style-type: none"> Provision of color-coded ribbons to be used as luggage identification to be distributed at the airport Budget for miscellaneous expenses amounting to Thirty Thousand Pesos only (Php30,000.00) to cover any project-related (during, and post-event) expenses subject to TPB's approval. Billing for miscellaneous expenses will be based on the actual cost
SITE VALIDATION	
Air ticket	Maximum of two (2) one-way domestic Air ticket (MNL-LAO) <ul style="list-style-type: none"> Economy class With 10kg baggage allowance per ticket Rebookable and reroutable with applicable fee/s subject to TPB's approval.
Accommodation	Maximum of two (2) twin-sharing rooms in a deluxe category <ul style="list-style-type: none"> Must be in a DOT-Accredited Business/Standard Hotel or its equivalent 3 days / 2 nights With daily breakfast Hotel locations: Vigan, Ilocos Sur and San Juan, La Union
Transportation	One (1) unit of van <ul style="list-style-type: none"> Must be DOT-Accredited 2019 model or newer Inclusive of gas, parking fees and overtime fees Should have adequate number of umbrellas for the guests On-board basic first aid kit per van inclusive of medicines for stomachache, headache, motion sickness, allergic reactions, and elevated blood pressure. Daily disinfection and always ensure cleanliness Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour With professional driver familiar with the route equipped with navigational device and/or application Route (please see attached itinerary for details): Airport – Tour – Hotel Hotel – Tour – Hotel Hotel – Tour - Manila

	Note: bidder must submit a copy of the OR and CR of each unit within 10 calendar days upon issuance of Notice to Proceed
Meals	<p>Provision of lunch and dinner for a maximum of five (5) pax at PhP1,000.00 per meal per pax per day</p> <ul style="list-style-type: none"> • With one (1) round of drinks (choice of water, juice, or soft drinks) • Menu must include at least four (4) viands, excluding rice, of local cuisines and delicacies of the province/region <p>AM and/or PM Snack</p> <ul style="list-style-type: none"> • Must be a local delicacy • Packed well and can be eaten on board <p>Note: All menu is subject to TPB's approval</p>
Others	<ul style="list-style-type: none"> • Individual comprehensive Travel Insurance for the two (2) TPB Staff worth PhP1,000,000.00 • Budget for miscellaneous expenses amounting to Ten Thousand Pesos only (PhP10,000.00) to cover any site validation and pre-implementation expenses subject to TPB's approval. Billing of miscellaneous expenses based on actual cost.

LOT 2: DAVAO REGION	
ACTUAL IMPLEMENTATION	
Air ticket	<p>Maximum of twenty-two (22) roundtrip domestic Airticket (MNL – DVO – MNL)</p> <ul style="list-style-type: none"> • Economy class • With 20kg baggage allowance per ticket • Re-bookable and reroutable with applicable fee/s subject to TPB's approval
Transportation	<p>One (1) Bus and one (1) van</p> <ul style="list-style-type: none"> • All vehicles must be DOT-Accredited • Tourist bus with 28-seating capacity, 2018 model or newer • Passenger Van, 2019 model or newer • Inclusive of gas, parking fees and overtime fees • Should have adequate number of umbrellas for the guests • On-board basic first aid kit per vehicle inclusive of medicines for stomachache, headache, motion sickness, allergic reactions, and elevated blood pressure. Kits to be turned over to the TPB after the tour • Daily disinfection and ensure cleanliness at all times • All vehicles must have identification banner and/or vehicle numbers • Should the vehicle develop any mechanical fault in transit,

	<p>the tour operator must have a replacement within an hour</p> <ul style="list-style-type: none"> • With professional driver familiar with the route equipped with navigational device and/or application • Route (please see attached itinerary for details): Airport – Tour – Hotel Hotel – Tour – Hotel Hotel – Tour - Airport <p>Note: bidder must submit a copy of the OR and CR of each unit within 10 calendar days upon issuance of Notice to Proceed</p>
Accommodation	<p>Maximum of fifteen (15) twin-sharing rooms in a deluxe category (minimum guaranteed twelve (12) rooms)</p> <ul style="list-style-type: none"> • Must be in a DOT-Accredited Business/Standard Hotel or its equivalent • 3 days / 2 nights • With daily breakfast • Hotel locations: Davao del Norte, Davao De Oro
Tour/Activities	<ol style="list-style-type: none"> 1. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for maximum of 30 pax 2. Cover entrance fees, environmental fees, and other fees as needed. 3. Provide alternative itinerary or activity in case of fortuitous event and other force majeure, subject to TPB's approval 4. Tour dates and activities are subject to change based on recommendation of TPB and DOT Regional Offices involved.
Meals	<ol style="list-style-type: none"> 1. Themed lunch and dinner (as applicable in the itinerary) for a maximum of thirty (30) pax at PhP1,500.00 / per meal per pax per day <ul style="list-style-type: none"> • With one (1) round of drinks (choice of water, juice, or soft drinks) • Menu must include at least four (4) viands, exclusive of rice, of local cuisines and delicacies of the province/region 2. AM and/or PM Snack <ul style="list-style-type: none"> • Must be a local delicacy • Packed well and can be eaten on board 3. Provision of water refill in the van 4. One (1) Welcome Dinner with B2B <ul style="list-style-type: none"> • Venue rental that can accommodate fifty (50) pax; rental to include use of projector and basic sound system for presentations • Menu must include four (4) viands, exclusive of rice, of local and/or specialty cuisines • With one (1) round of drinks (choice of juice or soft drinks) • Availability of water dispenser in the venue

	Note: All menu is subject to TPB's approval
Travel Insurance	Individual comprehensive Travel Insurance for a maximum of twenty-two (22) pax worth Php1,000,000.00
Tour Giveaways	<p>Twenty (20) tour kits amounting to Php700.00/kit, must include the following:</p> <ol style="list-style-type: none"> One (1) 30ml 70% isopropyl alcohol in spray bottle One (1) 10ml mint breathe spray One (1) 50ml insect repellent in a spray bottle One (1) 50ml face and body sunblock (SPF 80 or higher) three (3) pocket-sized facial tissue One (1) drawstring bag with LTP logo Material: Canvas, Macrame Cord Size: 10x12 in Printing: heat press or inkjet printing One (1) 22Lx11Hx2W cm zippered mesh pouch bag with "Philippines" tag One (1) sports microfiber towel with pouch (18x35.5in) <p>Community-based souvenir pillow gifts amounting to Php1,500.00 per head</p> <ul style="list-style-type: none"> Must be unique to the provinces/region featured Must not show the tour operator's logo Items are subject for TPB's approval
Documentation	<p>Documentation team to include:</p> <ul style="list-style-type: none"> One (1) Photographer One (1) Videographer One (1) Drone operator <p>Output required:</p> <ol style="list-style-type: none"> One (1) 30-second reels and five (5) edited photos featuring the highlights of the tour to be submitted on the last day of the tour to be posted in the TPB Social Media accounts Consolidated photos and videos (edited and raw) stored in an external drive, which will be turned over to TPB after the tour. One (1) 90-second AVP highlighting the destinations featured (with pin locations) One (1) 3-minute AVP shortly featuring the participants' experience in the tour One (1) 5-minute AVP to include interviews of the participants and highlights on their experiences during the tour

Others	<p>Tour Operator must also provide the following:</p> <ul style="list-style-type: none"> • Provision of tour coordinators and tour guides to accompany the group for the whole duration of the trip. Tour Coordinator must have handled at least 3 groups with domestic participants. <p><u>CV of two (2) Tour Coordinators must be submitted with the list of groups handled/assisted together with the technical bid envelope.</u></p> <p>Tour Guide must be DOT-Accredited Provincial or Regional Tour Guide, with a Certificate of Accreditation and a CV to include the list of groups, to be submitted five (5) days before the scheduled trip. (<u>1 tour guide for every 10 participants</u>).</p> <ul style="list-style-type: none"> • Provision of color-coded ribbons to be used as luggage identification to be distributed at the airport • Budget for miscellaneous expenses amounting to Thirty Thousand Pesos only (Php30,000.00) to cover any project-related (during, and post-event) expenses subject to TPB's approval. Billing of miscellaneous expenses will be on actual cost.
SITE VALIDATION	
Air ticket	<p>Maximum of two (2) roundtrip domestic Airticket (MNL – DVO - MNL)</p> <ul style="list-style-type: none"> • Economy class • With 10kg baggage allowance per ticket • Rebookable and reroutable with applicable fee/s subject to TPB's approval
Accommodation	<p>Maximum of two (2) twin-sharing rooms in a deluxe category</p> <ul style="list-style-type: none"> • Must be in a DOT-Accredited Business/Standard Hotel or its equivalent • 3 days / 2 nights • With daily breakfast • Hotel locations: Davao del Norte, Davao De Oro
Transportation	<p>One (1) van</p> <ul style="list-style-type: none"> • All vehicles must be DOT-Accredited • Tourist bus with 28-seating capacity, 2018 model or newer • Passenger Van, 2019 model or newer • Inclusive of gas, parking fees and overtime fees • Should have adequate number of umbrellas for the guests • On-board basic first aid kit per vehicle inclusive of

	<p>medicines for stomachache, headache, motion sickness, allergic reactions, and elevated blood pressure. Kits to be turned over to the TPB after the tour</p> <ul style="list-style-type: none"> • Daily disinfection and always ensure cleanliness • Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour • With professional driver familiar with the route equipped with navigational device and/or application • Route (please see attached itinerary for the details): Airport – Tour – Hotel Hotel – Tour – Hotel Hotel – Tour - Airport <p>Note: bidder must submit a copy of the OR and CR of each unit within 10 calendar days upon issuance of Notice to Proceed</p>
Meals	<ol style="list-style-type: none"> 1. Provision of lunch and dinner for a maximum of five (5) pax at PhP1,000.00 per meal per pax per day <ul style="list-style-type: none"> • With one (1) round of drinks (choice of water, juice, or soft drinks) • Menu must include at least four (4) viands, excluding rice, of local cuisines and delicacies of the province/region 2. AM and/or PM Snack <ul style="list-style-type: none"> • Must be a local delicacy • Packed well and can be eaten on board <p>Note: All menu is subject to TPB's approval</p>
Others	<ul style="list-style-type: none"> • Individual comprehensive Travel Insurance for the two (2) TPB Staff worth PhP1,000,000.00 • Budget for miscellaneous expenses amounting to Ten Thousand Pesos only (PhP10,000.00) to cover any site validation and pre-implementation expenses subject to TPB's approval. Billing of miscellaneous expenses will be based on actual cost

LOT 3: PALAWAN	
ACTUAL IMPLEMENTATION	
Air ticket	<p>Maximum of twenty-two (22) roundtrip domestic Airticket (MNL – PPS – MNL)</p> <ul style="list-style-type: none"> • Economy class • With 20kg baggage allowance per ticket • Rebookable and reroutable with applicable fee/s subject to TPB's approval
Transportation	<p>One (1) Bus and one (1) van</p> <ul style="list-style-type: none"> • All vehicles must be DOT-Accredited • Tourist bus with 28-seating capacity, 2018 model or newer

	<ul style="list-style-type: none"> • Passenger Van, 2019 model or newer • Inclusive of gas, parking fees and overtime fees • Should have adequate number of umbrellas for the guests • On-board basic first aid kit per vehicle inclusive of medicines for stomachache, headache, motion sickness, allergic reactions, and elevated blood pressure. Kits to be turned over to the TPB after the tour • Daily disinfection and always ensure cleanliness • All vehicles must have identification banner and/or vehicle numbers • Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour • With professional driver familiar with the route equipped with navigational device and/or application • Route (please see attached itinerary for the details): Airport – Tour – Hotel Hotel – Tour – Hotel Hotel – Tour - Airport <p>Note: bidder must submit a copy of the OR and CR of each unit within 10 calendar days upon issuance of Notice to Proceed</p>
Accommodation	<p>Maximum of fifteen (15) twin-sharing rooms in a deluxe category (minimum guaranteed twelve (12) rooms)</p> <ul style="list-style-type: none"> • Must be in a DOT-Accredited Business/Standard Hotel or its equivalent • 4 days / 3 nights • With daily breakfast • Hotel locations: Puerto Prinsesa City
Tour/Activities	<ol style="list-style-type: none"> 1. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for maximum of 30 pax 2. Cover entrance fees, environmental fees, and other fees as needed. 3. Provide alternative itinerary or activity in case of fortuitous event and other force majeure, subject to TPB's approval 4. Tour dates and activities are subject to change based on recommendation of TPB and DOT Regional Offices involved.
Meals	<ol style="list-style-type: none"> 1. Themed lunch and dinner (as applicable in the itinerary) for a maximum of thirty (30) pax at PhP1,500.00 per meal per pax per day <ul style="list-style-type: none"> • With one (1) round of drinks (choice of water, juice, or soft drinks) • Menu must include at least four (4) viands, exclusive of rice, of local cuisines and delicacies of the province/region 2. AM and/or PM Snack

	<ul style="list-style-type: none"> • Must be a local delicacy • Packed well and can be eaten on board <p>3. Provision of water refill in the van</p> <p>4. One (1) Welcome Dinner with B2B</p> <ul style="list-style-type: none"> • Venue rental that can accommodate fifty (50) pax; rental to include use of projector and basic sound system for presentations • Menu must include four (4) viands, excluding rice, of local and/or specialty cuisines • With one (1) round of drinks (choice of juice or soft drinks) • Availability of water in a dispenser in the venue including refill as needed <p>Note: All menu is subject to TPB's approval</p>
Travel Insurance	Individual comprehensive Travel Insurance for a maximum of twenty-two (22) pax worth PhP1,000,000.00
Tour Giveaways	<p>1. Twenty (20) tour kits amounting to PhP700.00/kit, must include the following:</p> <ol style="list-style-type: none"> a. One (1) 30ml 70% isopropyl alcohol in spray bottle b. One (1) 10ml mint breathe spray c. One (1) 50ml insect repellent in a spray bottle d. One (1) 50ml face and body sunblock (SPF 80 or higher) e. three (3) pocket-sized facial tissue f. One (1) drawstring bag with LTP logo Material: Canvas, Macrame Cord Size: 10x12 in Printing: heat press or inkjet printing g. One (1) 22Lx11Hx2W cm zippered mesh pouch bag with "Philippines" tag h. One (1) sports microfiber towel with pouch (18x35.5in) <p>2. Community-based souvenir pillow gifts amounting to PhP1,500.00 per head</p> <ul style="list-style-type: none"> • Must be unique to the provinces/region featured • Must not show the tour operator's logo • Items are subject for TPB's approval
Documentation	<p>Documentation team to include:</p> <ul style="list-style-type: none"> - One (1) Photographer - One (1) Videographer - One (1) Drone operator <p>Output required:</p> <ol style="list-style-type: none"> 1. One (1) 30-second reels and five (5) edited photos featuring the highlights of the tour to be submitted on the

	<p>last day of the tour to be posted in the TPB Social Media accounts</p> <ol style="list-style-type: none"> Consolidated photos and videos (edited and raw) stored in an external drive, which will be turned over to TPB after the tour. One (1) 90-second AVP highlighting the destinations featured (with pin locations) One (1) 3-minute AVP shortly featuring the participants' experience in the tour One (1) 5-minute AVP to include interviews of the participants and highlights on their experiences during the tour
Others	<p>Tour Operator must also provide the following:</p> <ul style="list-style-type: none"> Provision of tour coordinators and regional tour guides to accompany the group for the whole duration of the trip. Tour Coordinator must have handled at least 3 groups with domestic participants. <p><u>CV of two (2) Tour Coordinators must be submitted with the list of groups handled/assisted together with the technical bid envelope.</u></p> <p>Tour Guide must be DOT-Accredited Provincial or Regional Tour Guide, with a Certificate of Accreditation and a CV to include the list of groups, to be submitted five (5) days before the scheduled trip. (<u>1 tour guide for every 10 participants</u>).</p> <ul style="list-style-type: none"> Provision of color-coded ribbons to be used as luggage identification to be distributed at the airport Budget for miscellaneous expenses amounting to Thirty Thousand Pesos only (Php30,000.00) to cover any project-related during, and post-event) expenses subject to TPB's approval. Billing of miscellaneous expenses will be based on actual cost.
SITE VALIDATION	
Air ticket	<p>Maximum of two (2) roundtrip domestic Airticket (MNL – PPS - MNL)</p> <ul style="list-style-type: none"> Economy class With 10kg baggage allowance per ticket Re-bookable and reroutable with applicable fee/s subject to TPB's approval
Accommodation	Maximum of two (2) twin-sharing rooms in a deluxe category

	<ul style="list-style-type: none"> • Must be in a DOT-Accredited Business/Standard Hotel or its equivalent • 4 days / 3 nights • With daily breakfast • Hotel locations: Puerto Prinsesa City
Transportation	<p>One (1) van unit</p> <ul style="list-style-type: none"> • All vehicles must be DOT-Accredited • 2019 model or newer • Inclusive of gas, parking fees and overtime fees • Should have adequate number of umbrellas for the guests • On-board basic first aid kit per vehicle inclusive of medicines for stomachache, headache, motion sickness, allergic reactions, and elevated blood pressure. Kits to be turned over to the TPB after the tour • Daily disinfection and always ensure cleanliness • Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour • With professional driver familiar with the route equipped with navigational device and/or application • Route (please see attached itinerary for the details): Airport – Tour – Hotel Hotel – Tour – Hotel Hotel – Tour - Airport <p>Note: bidder must submit a copy of the OR and CR of each unit within 10 calendar days upon issuance of Notice to Proceed</p>
Meals	<p>Provision of lunch and dinner for a maximum of five (5) pax at Php1,000.00 per meal per pax per day</p> <ul style="list-style-type: none"> • With one (1) round of drinks (choice of water, juice, or soft drinks) • Menu must include at least four (4) viands, excluding rice, of local cuisines and delicacies of the province/region <p>AM and/or PM Snack</p> <ul style="list-style-type: none"> • Must be a local delicacy • Packed well and can be eaten on board <p>Note: All menu is subject to TPB's approval</p>
Others	<ul style="list-style-type: none"> • Individual comprehensive Travel Insurance for the two (2) TPB Staff worth Php1,000,000.00 • Budget for miscellaneous expenses amounting to Ten Thousand Pesos only (Php10,000.00) to cover any site validation and pre-implementation expenses subject to TPB's approval. Billing of miscellaneous expenses will be based on actual cost.

IV. Indicative Project Implementation Schedule

LOT	DESTINATIONS	
1	Ilocos Region	Site Validation: April 2025 Actual: May 2025
2	Davao Region	Site Validation: June 2025 Actual: July 2025
3	Palawan	Site Validation: June 2025 Actual: November 2025

V. GENERAL INCLUSIONS

1. Assistance in preparing/securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. ***Tour activities and/or schedules may still be changed*** depending on the recommendations of the DOT Regional Offices involved.

VI. QUALIFICATIONS OF BIDDERS

1. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws;
2. Must have valid DOT Accreditation and, preferably, a TPB Member at the time of opening of bids. Submit together with the technical envelope;
3. Engaged in the business for at least three (3) years at the date and time of the opening of bids;
4. Must have a minimum of three (3) years experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the like; and
5. The Tour Coordinator must have expertise in organizing and coordinating travel arrangements, depending on the lot being bid for.

VII. TERMS OF PAYMENT

Payment for Lots 1-3 will be in tranches given the delivery of its corresponding milestone/s detailed below:

TRANCHE	MILESTONE	AMOUNT (% of total contract price)
1 st Tranche	Completion of Site Validation deliverables	25%
2 nd Tranche	Approval of final itinerary and submission of proof of booking confirmation airtickets, land transportation, and hotel	30%

3 rd Tranche	Completion of actual implementation deliverables with the submission of Expense Report and its supporting documents and Certification of Project Completion	45%
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Bidders must be willing to provide services on “send bill” arrangements. Billing Statement to be addressed to:

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer

Tourism Promotions Board

6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

Note: Bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

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

IX. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the three (3) Lots is **SIX MILLION SIX HUNDRED FIFTY-FIVE THOUSAND FIVE HUNDRED PESOS ONLY (PhP6,655,500.00)** inclusive of all applicable tax and fees.

LOT	DESTINATIONS	AMOUNT
1	Ilocos Region	1,764,000.00
2	Davao Region	2,353,500.00
3	Palawan	2,538,000.00
TOTAL		PHP6,655,500.00

X. CONTACT INFORMATION

CESAR R. VILLANUEVA

Chief, Sales Division

Domestic Promotions Department

cesar_villanueva@tpb.gov.ph

MA. KARIZZA G. ZAPATA

Market Specialist II, Sales Division

Domestic Promotions Department

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MARK NICOLE M. EVANGELISTA

Market Specialist III, Sales Division

Domestic Promotions Department

nicole_evangelista@tpb.gov.ph