

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE
TAIWAN TRAVEL AGENTS & TRADE-MEDIA FAMILIARIZATION TRIP
Cebu, Dumaguete, Siquijor and Suburbs

I. BACKGROUND

The Tourism Promotions Board (TPB) ASEAN and the Pacific (ASPAC) Division, in coordination with the PDOT Taiwan Office, will be implementing the familiarization tours with travel agents and trade-media from the Taiwan market as part of the Board-approved Work and Financial Plan (WFP) for 2025.

The familiarization trip is curated for characteristics and preference. Themes are also identified in the itinerary depending on the types of activities. Some include Nature and Adventure, Wellness, Heritage, Culture and Culinary. The travel agents and trade-media participants can experience these activities based on the theme and eventually produce tour packages to be sold to their clients in Taiwan.

Moreover, the participants will be allowed to meet with local communities in the proposed destination and make a small contribution of support by engaging in Corporate Social Responsibility (CSR) activities. Lastly, the participants will also be able to meet with the local tourism stakeholders to maximize their networking opportunities and gain new contacts and business relationships.

II. OBJECTIVES

- To introduce the lesser-known destinations of the Philippines which are also ready to cater to the Taiwan market;
- To create an opportunity for the Taiwan market travel agents and trade-media to experience firsthand the Philippines tour programs;
- To create an opportunity for the Taiwan market travel agents and trade-media to meet with local tourism stakeholders and create partnerships and business relationships; and
- To boost awareness, media exposure, and market interest in the Taiwan market.

III. SCOPE OF SERVICES

- The project requires the services of a tour operator who will help and assist in the implementation of the familiarization tours with travel agents and trade-media from Taiwan for 2025;
- The trip will be participated by invited agents and trade-media from the Taiwan market. (Please refer to the specifications below for the details);
- Secured sponsorship or discounted rates should be deducted from total expenses; and
- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

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| I. Participants Estimated total no. of participants: 16 pax (<i>inclusive of TPB and DOT Taiwan Officer</i>) Minimum guarantee: 14 pax | |
| II. Air Tickets and Tax/Surcharges | |
| A. International Air Tickets | Preferred flight: Taipei-Cebu - Taipei 1. Taipei – Cebu: (2 nd Semester 2025) |

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| 14 Travel Agents and Trade-Media + 1 PDOT Taiwan Officer = 15 pax | <p>2. Cebu – Taipei: (2nd Semester 2025) <i>*Subject to change depending on flight availability</i></p> <ul style="list-style-type: none"> • Preference for Legacy Airlines • Regular economy • Rebookable, reroutable, and refundable (subject to the airline's rules, terms, and conditions) • Provision of 30 kg. of baggage allowance per pax per flight • Inclusive of all applicable taxes and surcharges <p>Note: Should PDOT TAIWAN/TPB be able to secure sponsorship for the air tickets, the supplier will deduct this from the final bill. Taxes and surcharges may apply and shall be chargeable to the winning bidder.</p> |
| <p>B. Domestic Air Tickets 14 + 1 PDOT Taiwan Officer + 1 TPB Officer = 16 pax</p> | <p>Route:</p> <ol style="list-style-type: none"> 1. Manila – Cebu – Manila (1 pax) 2. Cebu – Dumaguete – Cebu (16 pax) <p><i>*Subject to change depending on flight availability</i></p> <ul style="list-style-type: none"> • Regular economy • Rebookable, reroutable, and refundable (subject to the airline's rules, terms, and conditions) • Provision of 30 kg. of baggage allowance per pax per flight • Inclusive of all applicable taxes and surcharges <p>Note: Should PDOT TAIWAN/TPB be able to secure sponsorship for the air tickets, the supplier will deduct this from the final bill. Taxes and surcharges may apply and shall be chargeable to the winning bidder.</p> |
| III. Travel Insurance for 16 Pax | Travel insurance with coverage worth Php1,000,000.00/pax |
| IV. Visa Fees (only if applicable) | 14 participants + 1 PDOT TAIWAN Officer = 15 pax |
| V. Boat Transfers | Dumaguete – Siquijor – Dumaguete (16 pax) |
| VI. Transportation (Land) | |
| <p>Location: Manila, Cebu, Siquijor, Dumaguete, and suburbs (please refer to the indicative itinerary)</p> | <ol style="list-style-type: none"> 1. One (1) unit of coaster per leg (at least 17-seater) and one (1) unit of van 2. Vehicles should be compliant with Philippine laws on technical safety requirements (DOT, OR/CR, LTFRB accredited). 3. Daily disinfection of vehicles and ensure cleanliness at all times. 4. The vehicle year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. 5. 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. |

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| | 6. Ensure the availability of umbrellas for the guests in case of rain. 7. Maximum of 12 hours per day inclusive of overtime and drivers' fee. 8. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other onsite related expenses. 9. The drivers should have strong navigation skills, always be in proper attire or uniform, be presentable and be experienced in interacting with foreign guests. |
| VII. Accommodation | |
| Total No. of Pax: 16 pax Cebu: One (1) night Siquijor: Two (2) nights Dumaguete: Two (2) nights | 1. 16 Single Deluxe rooms 2. Inclusive of breakfast 3. 4 to 5-Star rated hotel/resort 4. DOT-accredited hotel/resort 5. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). |
| VIII. Meals and Beverages | |
| Provision of full-board meals and beverages for 16 pax for the whole duration of the trip | 1. PHP3,000 per pax inclusive of AM and PM snacks, lunch, and dinner 2. Menu to be approved by TPB 3. Winning bidder to provide proposed menu at least three (3) days before the event Additional Notes: <ul style="list-style-type: none"> - 1 round of non-alcoholic beverage and 1 round of alcoholic beverage per meal - TPB representative to finalize the order/s per meal based on the itinerary. - Ensure provision of dietary requirements if there are any. - Should the TPB/DOT be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB). |
| IX. Tour Activities <ol style="list-style-type: none"> 1. Book, conduct, and coordinate in advance with establishments, and provide interactive/experiential tours and activities for 16 pax. 2. Cover entrance, environmental fees, and other related expenses, if needed. Additional Notes: <ul style="list-style-type: none"> - Tour activities and dates are subject to change based on recommendations of TPB, PDOT Taiwan, and the Regional Offices involved. - Provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous events, subject to the approval of TPB. - Final itinerary to be approved by the TPB. | |
| X. Tour Kits Provision of safety tour kits for 16 pax to include the following: <ol style="list-style-type: none"> a. Kits placed in reusable drawstring bags, cache bags or in sustainable packaging b. 1,000 ml reusable water tumbler c. Five (5) pieces individually wrapped disposable KN94 masks d. One (1) pack of facial tissue e. One (1) pack of wet wipes (biodegradable bamboo fiber material) f. 100 ml. of 70% isopropyl or ethyl alcohol in spray bottle g. Hand sanitizer h. Mints | |

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| <ul style="list-style-type: none"> i. Mosquito repellent in spray/cream. j. Sunscreen with at least 50 SPF <p>Health/first aid kit to be kept by the tour coordinator and/or tour guide to include at least 34 pieces of the following medicines:</p> <ul style="list-style-type: none"> a. For upset stomach b. For headache and fever c. For allergies d. For diarrhea e. For motion sickness f. For pain reliever g. For elevated blood pressure |
| <p>XI. Tour Guide</p> <p>Provision of one licensed DOT-accredited Mandarin-speaking tour guide with at least 3 years of relevant experience. The CV of the tour guide is to be submitted to TPB, 2 weeks before the trip and subject to TPB's approval.</p> |
| <p>XII. Tour Coordinator</p> <p>The tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the tour duration.</p> <p>Additional Notes:</p> <ul style="list-style-type: none"> - The tour coordinator must have at least three (3) years of relevant experience. - Bidder should submit a copy of the proposed tour coordinator's Curriculum Vitae (CV) in their Technical Bid. - 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. |
| <p>XIII. Tour Signage, Banner, and Itinerary Booklet</p> <ol style="list-style-type: none"> 1. Provision of vehicle banners, and identifiers for the delegates. 2. Lollipop signage for the tour guide 3. Post-tour banner (1 m x 2 m) for group photos (preferably cloth) 4. A printed material showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details should be provided. <p><i>*Proposed design will be subject to TPB's approval</i></p> |
| <p>XIV. B2B Event in Siquijor and Dumaguete for the participants and tourism stakeholders</p> <p>Venue for the B2B event including dinner with beverages for 30 pax and provision of free-flowing coffee and tea</p> |
| <p>XV. Miscellaneous Expenses</p> <p>Communication expenses, snacks on the road, coordination meetings, supplies, and other on-site and administrative expenses amounting to PHP 52,400.00 (should be supported by official receipts or acknowledgement receipt, as applicable).</p> |
| <p>XVI. Other Requirements</p> <ol style="list-style-type: none"> 1. Must be a DOT-accredited tour operator company. Please include a copy of the DOT-Accreditation Certification in the Technical Bid. 2. Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids. Must have handled at least 3 similar projects/groups, preferably from the same country the supplier is bidding for. Please include a list in the Technical Bid. |

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

Indicative Date of Implementation: 2nd Semester of 2025

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE MILLION NINE HUNDRED THOUSAND PESOS ONLY (PhP1,900,000.00)** inclusive of all applicable fees and taxes.

VI. TERMS OF PAYMENT

- Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns;
- 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; and
- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform the winning bidder of the sponsorships two (2) weeks before the date of the event.
- Please send the billing statement to:
MS. MARIA MARGARITA MONTEMAYOR NOGRALES
Chief Operating Officer
Tourism Promotions Board
6F Five E-com Center, Harbor Drive, Mall of Asia Complex, Pasay City

VII. CONTRACT DURATION

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

VIII. PROJECT OFFICER / CONTACT PERSON

Ms. Micaela B. Ochoa

Acting Head

International Promotions Department – ASEAN and the Pacific Division

Email: micaela_ochoa@tpb.gov.ph

Contact No.: (02) 525 9318 to 25 loc. 293

Mr. Andy U. Pagaduan, Jr.

Market Specialist III

International Promotions Department – ASEAN and the Pacific Division

Email: andy_pagaduan@tpb.gov.ph

Contact No.: (02) 525 9318 to 25 loc. 293