

TECHNICAL REQUIREMENTS

SERVICE PROVIDER FOR THE REQUIREMENTS OF THE 2025 OPEN WATER DIVE COURSE FOR TPB OFFICERS

I. BACKGROUND

As part of its Technical Enhancement Training, TPB will be conducting an Open Water Dive Course for project officers.

Considering dive is one of the Philippines' markets, its project officers' must be equipped with the necessary knowledge about the market including but not limited to dive sites, equipment, terminologies, skills, and techniques, among others. There is, likewise, a need for them to better converse and communicate with divers, tour operators, and properties during familiarization trips and trade events to better market and promote the Philippines as a world-class dive destination.

In 2019, 2022, and 2023, TPB conducted the licensure course in Anilao, Mabini Batangas, and Sabang, Puerto Galera Mindoro diving sites respectively. This year, the preferred diving location is in Bohol which has incredible marine life, good visibility, and relative accessibility that makes it one of the best places to dive in the Philippines. Bohol dive sites are famous for their healthy coral reefs, sea turtles, and abundant fish species.

II. OBJECTIVES

1. Improve the technical skills of the project officers by making them certified Open Water Divers;
2. Increase the knowledge of the project officers about diving to better equip them in marketing the country as a dive destination; and
3. Acquire first-hand diving experience in the Philippines' famous diving destinations.

III. SCOPE OF SERVICES

Total Number of Participants: 20 pax (inclusive of 2 TPB Secretariat)

**Minimum pax guarantee: 10 pax*

1. Logistical Requirements:

A. Shuttle Service:

- Transfers from TPB Office to the airport and vice versa (departure and arrival)
- Transfers from the airport to the accommodation site and vice versa
- Transfers from the accommodation site to the diving sites and vice versa, if applicable
 - Minimum of three (3) vans (at least 10-seater) with 2018 or newer models to accommodate the group, inclusive of driver's fee (with meals and accommodation), gasoline, toll, and parking fees, and other onsite related expenses
 - Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour
 - Vehicles should be compliant with Philippine laws on technical safety requirements (DOT, OR/CR, LTFRB accredited)
 - Maximum of 12 hours per day inclusive of overtime and drivers' fee.
 - Drivers should have strong navigation skills, always be in proper attire or uniform, be presentable, and be experienced in interacting with guests.

B. Air Tickets for the confirmed number of participants with details as follows:

- Manila – Panglao – Manila (or other practical route available going to Panglao, Bohol)
- Regular Economy
- Rebookable, reroutable, and refundable (subject to the airline's rules, terms, and conditions)

- Provision of 30kgs of baggage allowance per pax per flight
- Inclusive of all applicable taxes and surcharges
- C. Comprehensive Travel Insurance with at least Php1,000,000.00 coverage per pax
- D. Three-star or AA accommodation preferably with a dive center and within the 10km radius of a medical facility within Panglao, Bohol
- E. At least twin-sharing accommodation for 5D4N with breakfast within Panglao, Bohol
- F. Full board meals (AM and PM snack and managed buffet lunch and dinner) for 5D4N (estimated at Php2,500.00 per day per pax); ensure provision of dietary requirements if there are any
- G. Provision of complimentary internet connection in the lecture area
- H. Environmental fees and other related fees and charges

2. Dive Course Requirements:

- Provision of Learning Materials
- Provision of Licensed Diver Instructor/Master of an organization with a physical office in the Philippines
- Provision of equipment for rent and course materials (Tanks, Dive and Snorkel equipment)
- Provision of venue for Knowledge development sessions (academics), including whiteboard, flipchart, marker, eraser, pads, and pencils or pens (if necessary)
- Confined water dive and open water dive classes, including conservation pass (dive pass)
- Provision of boat for transfers and open water dives
- Provision of LCD projector with widescreen or monitor with basic PA system with microphones during lectures
- Provision of Dive Instructor authorized to issue appropriate certificates to participants who completed and passed the course requirements

3. **First Aid Kit** on board the tour vehicle with basic medicines (antacid, headache, clonidine, antihistamine, for diarrhea, for motion sickness, for fever, pain reliever, etc.)

4. **Incidental, Other Miscellaneous, and On-site Related Expenses** amounting to Php20,000.00 (e.g. medical emergencies, related expenses not covered in the deliverables). Supported by an official receipt, acknowledgment receipt, or its equivalent.

5. **Two (2) Tour Coordinators** to assist the participants.

IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative date: 2nd Quarter of 2025 (Indicative dates: 22 – 26 April 2025)

Dive Destination/Location: Panglao, Bohol

Proposed Itinerary:

DAY	ACTIVITIES
Day 0 At least 1 week prior	<ul style="list-style-type: none"> - Registration - Release of Study Materials - Start of Independent Study
Day 1	<ul style="list-style-type: none"> - Departure for Bohol - Review of Knowledge Reviews - 4 Quizzes and Recreational Dive Planner (RDP) Quiz - Final Exam and RDP Exam - 300-m Snorkel Swim - 10-min Float - Skin Diving - Confined Water Dives (Skills Practice)
Day 2	<ul style="list-style-type: none"> - Confined Water Dives (Skills Practice – if still needed)

	- Open Water Dive 1 - Open Water Dive 2
Day 3	- Open Water Dive 3 - Open Water Dive 4
Day 4	- Lecture review - Final Exam - Process Certification
Day 5	- Departure for Manila
END	

V. OTHER REQUIREMENTS

1. 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.
2. Bidders should submit a budget bid proposal that reflects the cost of 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**.

VI. ELIGIBILITY REQUIREMENTS

1. Must be owned, legally registered under Philippine laws, and must be in operation for the last three (3) years
2. Bidder must have at least three (3) years of experience in organizing and facilitating similar activities
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
4. Must have a valid Department of Tourism (DOT) Certificate of Accreditation

VII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE MILLION EIGHT HUNDRED THOUSAND PESOS ONLY (Php1,800,000.00)**, inclusive of all applicable taxes and fees.

VIII. TERMS OF PAYMENT

Tranche	MILESTONES	AMOUNT
1 st Tranche	Acceptance of final itinerary, registration, release of Study Materials, and proof of bookings of air tickets and accommodation	50% of the total contract price
2 nd Tranche	Full completion of deliverables for the project SOA and proof that the application of the attendees has been submitted to the issuing office for processing of open water/advanced open water dive	30% of the total contract price
3 rd Tranche	Issuance of Dive Certificate (Open water and advance open water) to eligible participants and submission of Post Session Report	20% of the total contract price

Must be willing to provide services on a “send-bill” arrangement and will bill based on the actual cost per pax. The 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.

IX. CONTRACT DURATION

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

X. CONTACT INFORMATION

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