

14 February 2025

REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit quotation for the item/s listed below:

RFQ No. **TPB RFQ 2025-02-033**
 PR No. **02.023**
 Requirements: **SERVICES OF A TOUR OPERATOR FOR HONG KONG, SAR TRAVEL AGENTS FAMILIARIZATION TRIP TO DAVAO**

Quantity	Item/Description	Estimated Unit Price (PhP)	Total Cost (PhP)
1 Lot	<p>SCOPE OF WORK/SERVICES/DELIVERABLES</p> <ul style="list-style-type: none"> The project requires the services of a tour operator who help and assist in the implementation of the Hong Kong, SAR Travel Agents Familiarization Trip to Davao; The trip will be participated by a total of twelve (12) participants consisting of nine (9) travel agents, one (1) Cebu Pacific representative, one (1) PDOT-Shanghai and one (1) TPB representative. 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. <p>I. International and Domestic Air Tickets - Taxes and Fuel Surcharges</p> <ul style="list-style-type: none"> Taxes and surcharges for the international airline tickets of 11 participants, as well as taxes for the domestic ticket of 1 participant (including airline taxes, fuel surcharges, and other taxes, where applicable) <ol style="list-style-type: none"> HKG – DVO for 11 pax DVO – HKG for 11 pax MNL – DVO-HKG for 1 pax (TPB representative) Estimated cost: PHP 63,500.00 <p><i>Note: Cebu Pacific to take care of the international and domestic air tickets.</i></p> <p>II. Travel Insurance</p> <ul style="list-style-type: none"> 9 Travel Agents + 1 Cebu Pacific representative + 1 TPB Officer + 1 PDOT Shanghai = 12pax Individual comprehensive travel insurance with medical and loss or damaged luggage and medical emergencies coverage worth PhP 1 Million/pax 	PhP900,000.00	PhP900,000.00

	<p>III. Transportation (Land)</p> <ul style="list-style-type: none"> - Location: Davao (please refer to the attached itinerary) - One (1) unit of tourist coaster or minibus and one (1) luggage van for the whole duration of the trip <ul style="list-style-type: none"> a. Vehicles should be compliant with the Philippine laws on technical safety requirements (DOT, OR/ CR, LTFRB accredited) b. Daily disinfection of vehicle and ensure cleanliness at all times. c. Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. d. Vehicles must have available first aid-kit onboard with provision of wet tissue, alcohol, mineral water and mints. <p>*Personal Health/First Aid Kits for 12 pax to include at least six (6) pieces of the following medicines:</p> <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - Ibuprofen for pain reliever <ul style="list-style-type: none"> • Ensure the availability of umbrellas for the guests in case of rain. • Maximum of 15 hours per day inclusive of overtime and drivers' fee. • Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other onsite related expenses. • Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests. <p>IV. Accommodation</p> <ul style="list-style-type: none"> - Total no. of pax: 12 pax - Duration: 17-21 March 2025 <ul style="list-style-type: none"> a. 10 Single Deluxe rooms with breakfast b. 1 Twin Bedroom with breakfast for 2pax c. At least 4 Star rated establishment or at least AA-rated resort d. DOT-accredited establishment 		
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	<p>e. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</p> <p>f. Can provide a one-hour spa/ massage service for maximum of 12 guests</p> <p>V. Meals and Beverages</p> <ul style="list-style-type: none"> - Provision of full-board meals and beverages for 12 pax for the whole duration of the trip - PHP 3,400.00 per pax inclusive of the following: <ul style="list-style-type: none"> a. Three (3) AM and PM snacks – PHP 500/pax b. Four (4) Lunch – PHP 1,200/pax c. Four (4) Dinner – PHP 1,700/pax - Menu to be approved by TPB - Winning bidder to provide proposed menu <p>Additional notes:</p> <ul style="list-style-type: none"> • One (1) round of non-alcoholic beverage and one (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 is 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). <p>VI. Tour Activities</p> <ul style="list-style-type: none"> - Book, conduct, coordinate in advance with establishments, provide interactive/ experiential tours and activities for 12 pax. - Cover entrance, environmental fees and other related expenses, if needed. <p>Additional notes:</p> <ul style="list-style-type: none"> • Tour activities and dates are subject to change based on the recommendations of TPB, DOT Foreign and 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 event, subject to the approval of TPB. • Final itinerary to be approved by the TPB. <p>VII. Tour Kits</p> <ul style="list-style-type: none"> - Provision of safety tour kits for 12 pax to include the following: <ul style="list-style-type: none"> a. Kits placed in reusable drawstring bags, cacha bags or in sustainable packaging b. 500 ml reusable water tumbler c. Two (2) pieces individually wrapped disposable KN94 masks 		
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	<ul style="list-style-type: none"> d. One (1) pack of facial tissue e. One (1) pack wet wipes (biodegradable bamboo fiber material) f. 50 ml. of 70% isopropyl alcohol in spray bottle g. Hand sanitizer h. Mints i. Mosquito repellent in spray j. Sunblock k. Disposable hooded emergency raincoat <p>VIII. Tour Guide</p> <ul style="list-style-type: none"> - Provision of one (1) licensed DOT-accredited Chinese or English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> a. Must be familiar with the destination, must be fluent and conversant in Chinese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. b. Must have handled at least (3) foreign tour groups in the past 5 years <p><i>*Note: Copy of DOT-accreditation and Curriculum Vitae (CV) must be submitted to TPB ten (10) days before the actual tour.</i></p> <p>IX. Tour Coordinator</p> <ul style="list-style-type: none"> - Provision of tour coordinator to handle on-site requirements and arrangements for the duration of the tour. <p>Additional Notes:</p> <ul style="list-style-type: none"> • Tour Coordinator must have at least three (3) years relevant experience. • Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator 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>X. Tour Signage, Banner and Itinerary Booklet</p> <ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates. - Post tour banner (1 m x 2 m) for group photos (preferably cloth) - Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details. <p><i>*Proposed design will be subject to TPB's approval</i></p>		
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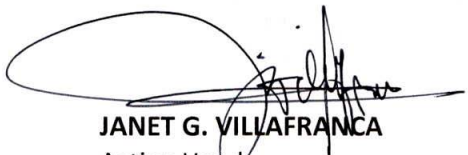
	<p>XI. Sustainable Destination-based Giveaways</p> <ul style="list-style-type: none"> - Provision of curated sustainable destination-based giveaways for 12 pax @ PHP 500 each. <p><i>*Note: Submit photos of proposed giveaways to be included in the bid, for TPB's approval.</i></p> <p>XII. Miscellaneous Expenses</p> <ul style="list-style-type: none"> - Communication expenses, food sampling, coordination meetings, supplies, DOT-Shanghai local hire DSA and other on-site & administrative expenses amounting to PHP 16,000.00 <p><i>*Note: Billing should be based on actual expense and must be supported by receipts.</i></p> <p>XIII. Other Requirements</p> <ul style="list-style-type: none"> - Must be a DOT-accredited tour operator company. Please include a copy of the DOT-accredited certification in their Bid; - Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the submission of the bids and - Submit list of at least three (3) similar projects/groups handled in the last five years as part of their Bid. - The winning tour operator should cover all travel expenses and insurance of all their deployed personnel and all administrative expenses including gratuity pay. <p><i>Additional notes: 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, if applicable.</i></p> <p>LEGAL REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Mayor's/ Business Permit 2. PhilGEPS Registration Number/ Certificate 3. Income/Business Tax Return 4. Notarized Omnibus Sworn Statement <p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Technical Specifications/ Terms of Reference 2. Statement of Compliance 3. Omnibus Sworn Statement <p>NOTE:</p> <ol style="list-style-type: none"> 1. All entries must be typewritten in your company letterhead. 		
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	2. Price validity shall be for a period of thirty (30) calendar days.		
Terms	<ul style="list-style-type: none"> - 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 (<i>send bill arrangement must be based on the actual number of participants</i>). TPB shall inform the winning bidder of the sponsorships secured two (2) weeks before the date of the event 		
ABC	PhP900,000.00 inclusive of service charge and all applicable taxes.		PhP900,000.00

Please submit your **quotation, technical, and legal** documents duly signed by your authorized representative to email address [ada_cruz@tpb.gov.ph/](mailto:ada_cruz@tpb.gov.ph) bac_sec@tpb.gov.ph not later than **21 February 2025, 05:00 PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



JANET G. VILLAFRANCA

Acting Head

Procurement Management Division

Contact person: Ada Cruz

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR HONG KONG, SAR TRAVEL AGENTS FAMILIARIZATION TRIP TO DAVAO

Bidders must state here either “**Comply**” or “**Not Comply**” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder Bid and cross-referenced to that evidence. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	SCOPE OF WORK/ SERVICES/ DELIVERABLES <ul style="list-style-type: none"> The project requires the services of a tour operator who help and assist in the implementation of the Hong Kong, SAR Travel Agents Familiarization Trip to Davao; The trip will be participated by a total of twelve (12) participants consisting of nine (9) travel agents, one (1) Cebu Pacific representative, one (1) PDOT-Shanghai and one (1) TPB representative. 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. 	
2	I. International and Domestic Air Tickets - Taxes and Fuel Surcharges <ul style="list-style-type: none"> Taxes and surcharges for the international airline tickets of 11 participants, as well as taxes for the domestic ticket of 1 participant (including airline taxes, fuel surcharges, and other taxes, where applicable) <ul style="list-style-type: none"> a. HKG – DVO for 11 pax b. DVO – HKG for 11 pax c. MNL – DVO-HKG for 1 pax (TPB representative) Estimated cost: PHP 63,500.00 <p><i>Note: Cebu Pacific to take care of the international and domestic air tickets.</i></p>	
3	II. Travel Insurance <ul style="list-style-type: none"> 9 Travel Agents + 1 Cebu Pacific representative + 1 TPB Officer + 1 PDOT Shanghai = 12pax Individual comprehensive travel insurance with medical and loss or damaged luggage and medical emergencies coverage worth PhP 1 Million/pax 	

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4	III. Transportation (Land) <ul style="list-style-type: none"> - Location: Davao (please refer to the attached itinerary) - One (1) unit of tourist coaster or minibus and one (1) luggage van for the whole duration of the trip <ul style="list-style-type: none"> a. Vehicles should be compliant with the Philippine laws on technical safety requirements (DOT, OR/ CR, LTFRB accredited) b. Daily disinfection of vehicle and ensure cleanliness at all times. c. Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. d. Vehicles must have available first aid-kit onboard with provision of wet tissue, alcohol, mineral water and mints. 	
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	<ul style="list-style-type: none"> b. Four (4) Lunch – PHP 1,200/pax c. Four (4) Dinner – PHP 1,700/pax - Menu to be approved by TPB - Winning bidder to provide proposed menu 	
9	V. Meals and Beverages Additional notes: <ul style="list-style-type: none"> • One (1) round of non-alcoholic beverage and one (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 is 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). 	
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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	<p>Philippine history, culture, tradition, art as well as current events.</p> <p>b. Must have handled at least (3) foreign tour groups in the past 5 years</p> <p><i>*Note: Copy of DOT-accreditation and Curriculum Vitae (CV) must be submitted to TPB ten (10) days before the actual tour.</i></p>	
14	<p>IX. Tour Coordinator</p> <ul style="list-style-type: none"> - Provision of tour coordinator to handle on-site requirements and arrangements for the duration of the tour. 	
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16	<p>X. Tour Signage, Banner and Itinerary Booklet</p> <ul style="list-style-type: none"> - Provision of vehicle banners, identifiers for the delegates. - Post tour banner (1 m x 2 m) for group photos (preferably cloth) - Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details. <p><i>*Proposed design will be subject to TPB's approval</i></p>	
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STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

19	<p>XIII.Other Requirements</p> <ul style="list-style-type: none">- Must be a DOT-accredited tour operator company. Please include a copy of the DOT-accredited certification in their Bid;- Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the submission of the bids and- Submit list of at least three (3) similar projects/groups handled in the last five years as part of their Bid.- The winning tour operator should cover all travel expenses and insurance of all their deployed personnel and all administrative expenses including gratuity pay. <p><i>Additional notes: 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, if applicable.</i></p>	
20	<p>CONTRACT DURATION</p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	

Name of Company/Bidder

Signature over Printed Name
of Representative

Date

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*
[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];
[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. *[Select one, delete the other:]*
[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];
3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*
[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

**TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR
HONG KONG, SAR TRAVEL AGENTS FAMILIARIZATION TRIP TO DAVAO
17-21 March 2025**

I. BACKGROUND

The Tourism Promotions Board (TPB), in partnership with Cebu Pacific, will be implementing Hong Kong, SAR Travel Agents Familiarization Trip to Davao. This initiative will showcase a diverse selection of Philippine destinations, providing firsthand experiences of developed and emerging tourist attractions and unique travel offerings. The program is designed to strengthen the promotion of the Philippines as a premier travel destination for the Hong Kong market, emphasizing its cultural richness, natural beauty, and adventure opportunities.

The Familiarization trip targets ten (10) travel agents based in Hong Kong which will be accompanied by one (1) PDOT-Shanghai and one (1) TPB officer. Cebu Pacific will cover the flight arrangements while TPB will provide the accommodation and ground arrangements.

II. OBJECTIVES

- To create new tour products for the Philippines to be offered in Hong Kong market;
- To create an opportunity for the Hong Kong travel trade industry partners to meet with local tourism stakeholders and create partnerships and business relationships; and
- To promote the Philippines and develop new tour products for Hong Kong market.

III. SCOPE OF SERVICES

- The project requires the services of a tour operator who help and assist in the implementation of the Hong Kong, SAR Travel Agents Familiarization Trip to Davao;
- The trip will be participated by a total of twelve (12) participants consisting of nine (9) travel agents, one (1) Cebu Pacific representative, one (1) PDOT-Shanghai and one (1) TPB representative.
- 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.

DELIVERABLES AND SPECIFICATIONS

I. International and Domestic Air Tickets - Taxes and Fuel Surcharges

Taxes and surcharges for the international airline tickets of 11 participants, as well as taxes for the domestic ticket of 1 participant (including airline taxes, fuel surcharges, and other taxes, where applicable)

- a. HKG – DVO for 11 pax
- b. DVO – HKG for 11 pax
- c. MNL – DVO-HKG for 1 pax (*TPB representative*)

Estimated cost: PHP 63,500.00

Note: Cebu Pacific to take care of the international and domestic air tickets.

II. Travel Insurance

9 Travel Agents + 1 Cebu Pacific representative + 1 TPB Officer + 1 PDOT Shanghai
= 12pax

Individual comprehensive travel insurance with medical and loss or damaged luggage and medical emergencies coverage worth PhP 1 Million/pax

III. Transportation (Land)

Location: Davao (please refer to the attached itinerary)

One (1) unit of tourist coaster or minibus and one (1) luggage van for the whole duration of the trip

- Vehicles should be compliant with the Philippine laws on technical safety requirements (DOT, OR/CR, LTFRB accredited)
- Daily disinfection of vehicle and ensure cleanliness at all times.
- Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.
- Vehicles must have available first aid-kit onboard with provision of wet tissue, alcohol, mineral water and mints.

*Personal Health/First Aid Kits for 12 pax to include at least six

	<p>(6) pieces of the following medicines:</p> <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - Ibuprofen for pain reliever <ul style="list-style-type: none"> - Ensure the availability of umbrellas for the guests in case of rain. - Maximum of 15 hours per day inclusive of overtime and drivers' fee. - Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other onsite related expenses. - Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.
IV. Accommodation	
<p>Total no. of pax: 12 pax Duration: 17-21 March 2025</p>	<ul style="list-style-type: none"> ● 10 Single Deluxe rooms with breakfast ● 1 Twin Bedroom with breakfast for 2pax ● At least 4 Star rated establishment or at least AA-rated resort ● DOT-accredited establishment ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).

	<ul style="list-style-type: none"> • Can provide a one-hour spa/massage service for maximum of 12 guests
V. Meals and Beverages	
Provision of full-board meals and beverages for 12 pax for the whole duration of the trip	<p>a. PHP 3,400.00 per pax inclusive of the following:</p> <ul style="list-style-type: none"> - Three (3) AM and PM snacks – PHP 500/pax - Four (4) Lunch – PHP 1,200/pax - Four (4) Dinner – PHP 1,700/pax <p>b. Menu to be approved by TPB</p> <p>c. Winning bidder to provide proposed menu</p> <p>Additional notes:</p> <ul style="list-style-type: none"> - One (1) round of non-alcoholic beverage and one (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 is 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).
VI. Tour Activities	
<p>a. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for 12 pax.</p> <p>b. Cover entrance, environmental fees and other related expenses, if needed.</p> <p>Additional notes:</p> <ul style="list-style-type: none"> - Tour activities and dates are subject to change based on the recommendations of TPB, DOT Foreign and 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 event, subject to the approval of TPB. - Final itinerary to be approved by the TPB. 	
VII. Tour Kits	
<p>Provision of safety tour kits for 12 pax to include the following:</p> <p>a. Kits placed in reusable drawstring bags, cache bags or in sustainable packaging</p>	

<ul style="list-style-type: none"> b. 500 ml reusable water tumbler c. Two (2) pieces individually wrapped disposable KN94 masks d. One (1) pack of facial tissue e. One (1) pack wet wipes (biodegradable bamboo fiber material) f. 50 ml. of 70% isopropyl alcohol in spray bottle g. Hand sanitizer h. Mints i. Mosquito repellent in spray j. Sunblock k. Disposable hooded emergency raincoat
VIII. Tour Guide
<p>Provision of one (1) licensed DOT-accredited Chinese or English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> a. Must be familiar with the destination, must be fluent and conversant in Chinese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. b. Must have handled at least (3) foreign tour groups in the past 5 years <p>*Note: Copy of DOT-accreditation and Curriculum Vitae (CV) must be submitted to TPB ten (10) days before the actual tour.</p>
IX. Tour Coordinator
<p>Provision of tour coordinator to handle on-site requirements and arrangements for the duration of the tour.</p> <p>Additional Notes:</p> <ul style="list-style-type: none"> a. Tour Coordinator must have at least three (3) years relevant experience. b. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. c. 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.
X. Tour Signage, Banner and Itinerary Booklet
<ul style="list-style-type: none"> 1. Provision of vehicle banners, identifiers for the delegates. 2. Post tour banner (1 m x 2 m) for group photos (<i>preferably cloth</i>) 3. Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details. <p>*Proposed design will be subject to TPB's approval</p>
XI. Sustainable Destination-based Giveaways
<p>Provision of curated sustainable destination-based giveaways for 12 pax @ PHP 500 each.</p> <p>*Note: Submit photos of proposed giveaways to be included in the bid, for TPB's approval.</p>
XII. Miscellaneous Expenses

Communication expenses, food sampling, coordination meetings, supplies, DOT-Shanghai local hire DSA and other on-site & administrative expenses amounting to PHP 16,000.00

*Note: Billing should be based on actual expense and must be supported by receipts.

XIII. Other Requirements

- a. Must be a DOT-accredited tour operator company. Please include a copy of the DOT-accredited certification in their Bid;
- b. Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the submission of the bids and Submit list of at least three (3) similar projects/groups handled in the last five years as part of their Bid.
- c. The winning tour operator should cover all travel expenses and insurance of all their deployed personnel and all administrative expenses including gratuity pay.

Additional notes: 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, if applicable.

IV. Approved Budget for the Contract (ABC)

- Approved Budget for the Contract is **NINE HUNDRED THOUSAND PESOS (PhP 900,000.00)** inclusive of all applicable fees and taxes.
- The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.

V. 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 secured 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

VI. Contract Duration

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

VII. Project Officer / Contact Person

Ms. Trixia D. Medina

Market Specialist II (Hong Kong Market)

International Promotions Department – ASEAN and the Pacific Division

Email: trixia_medina@tpb.gov.ph

Contact No.: 09761021654

(as of 12 February 2025)