

## **Annex A: TECHNICAL SPECIFICATIONS**

### **SERVICES OF A TOUR OPERATOR FOR RESPONSIBLE LOCAL TOURISM AND MARKETING WORKSHOP**

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#### **I. BACKGROUND**

Severe Tropical Storm Kristine has heavily impacted both the regions of Bicol and CALABARZON and the province of Batanes, affecting millions of people across these areas, with profound implications for both local livelihoods and tourism.

Tropical Storm Kristine has interrupted tourism activities in the said areas —an essential sector that contributes to the economy. Tourism in these areas is not only a key contributor to local employment and income but also an avenue through which the rich culture, heritage, and natural beauty of the Philippines are shared with visitors from around the world.

In response to this, the Tourism Promotions Board (TPB) is launching the Destination Marketing Assistance for Tourism Recovery Program (DMATRP) to aid the recovery of these destinations through the conduct of local tourism and marketing workshop, and inspection tours with corporate social responsibility (CSR) activities for the TPB members to aid in recovery and foster sustainable tourism. Through DMATRP, TPB reinforces its commitment to tourism as a foundation for economic growth and social welfare in the Philippines, helping these regions build resilience against future calamities

In view of the above, the Sales Division of the Domestic Promotions Department proposes the implementation of three (3) Local Tourism and Marketing Workshops. Simultaneously, the Industry Relations and Services Division of the Domestic Promotions Department proposes to conduct three (3) inspection tours incorporating CSR activities. These initiatives will be charged to the Special Contingency Fund and aim to accelerate the recovery of tourism in the affected regions

#### **II. OBJECTIVES**

For **Local Tourism and Marketing Workshop** (Lots 1-3), the primary objective of the program is to provide immediate assistance while facilitating long-term tourism recovery efforts for Bicol and CALABARZON Regions and Batanes Province.

The workshop aimed at re-building the capacities of local organizations, enterprises, and communities involved in ecotourism and conservation work around the community-based tourism sites and attractions to include the following:

- Conduct rebuilding-capacity sessions on disaster aftermath, marketing community-based ecotourism concepts, best practices, and approaches to entrepreneurship in tourism
- Sharing of experiences or cross-learning lessons on sustainable and responsible marketing learned of all successful CBTs developed in the Region
- Revisit of the local marketing plan of the municipalities, cities, and province.
- Provision of re-starter kits

For **Inspection Tours with CSR Activity** (Lots 4-6), the primary objective of the program is to provide recovery efforts to the destination through inspections tours with CSR activities to be participated in by TPB in Bicol and CALABARZON Regions and Batanes Province. Aiding these areas as the most affected by the tropical storms, this program will serve as a critical marketing resource for their tourism recovery by:

- Assessing the readiness of these destinations in the aftermath of the calamities and update TPB members' tour packages
- Providing educational talks in anticipation of disasters and other emergencies and management during aftermaths and learning programs to elevate the skills and competency of the tourism frontliners through new marketing approaches and techniques that will help increase their tourist destinations' promotions; and
- Instilling the spirit of volunteerism among the TPB Members through the conduct of corporate social responsibility (CSR) activities to help promote local and sustainable tourism among affected areas.

### III. SCOPE OF WORK/SERVICES

#### A. Local Tourism and Marketing Workshop

LOT NO. (A)	PARTICULARS	ABC (PhP)				
<b>Lot 1: 5D/4N</b>  <b>BATANES</b> 3rd week April 2025 <i>(indicative date)</i>	<u>Number of participants:</u> 60 pax 3 (TPB) / 2 (DOT)/ (5) Media/ 3 (Speakers)/ (65) Community participants/ 3 (Tourism Officers)	<b>3,009,552.00</b>				
	<b>TRANSPORTATION</b>					
	<table> <tr> <th>Day</th><th>Unit/Type of vehicle</th><th>Route</th></tr> <tr> <td>1</td><td>3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees</td><td>1 van assigned for TPB Personnel Transfer-in &amp; Transfer-out in Manila &amp; Batanes</td></tr> </table>		Day	Unit/Type of vehicle	Route	1
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1	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees	1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Batanes				

			1 van assigned for DOT Personnel (transfer in and out) in Batanes  1 van assigned for Speakers / Media/ Transfer-in & Transfer-out in Manila & Bicol	
Day 02-04	1 Van (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	Shuttle of participants and Organizing Committee		
Day 02-04	1 VAN (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees	Tours for Media and Speakers		
Day 05	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	1 Van for Media / 1 Van for Speakers / 1 Van for TPB Personnel and DOT		
<b>15 Comprehensive Travel Insurance</b> for the participants from the community, (3) TPB, (2) DOT representatives, (5) Media, (3) Speakers				
<b>Domestic Air-tickets</b> for ten (10) pax (3) resource speakers, (5) media, (5) TPB, (2) DOT = 25 pax				

	ACCOMMODATION																				
	Occupants	No. of rooms/ or pax	Rating																		
	5 MEDIA/ 2 DOT/ 3 TPB/ 3 SPEAKERS	12 rooms twin sharing	2-3 star hotel or its equivalent or double A resort in Batan or Sabtang																		
	PARTICIPAN TS	15 homestay 3 pax per homestay	Accredited Homestay In Sabtang and or Batan, Batanes																		
<p>Provision of <b>workshop venue or function hall</b> in Batanes that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.</p> <p><b>Meals for TPB/DOT/LGU/workshop participants</b></p> <p>Provision <b>Meals</b> for TPB/DOT/LGU/workshop participants amounting to PhP1,700 per pax covering Lunch, Dinner, AM and PM snacks.</p>																					
<table><tr><th>Participant</th><th>Day</th><th>No. of pax</th><th>Meals</th></tr><tr><td rowspan="4">(TPB Personnel &amp; Production Team)</td><td rowspan="4">1</td><td>20 pax</td><td>AM snack</td></tr><tr><td>20 pax</td><td>Lunch</td></tr><tr><td>20 pax</td><td>PM snack</td></tr><tr><td>20 pax</td><td>Dinner</td></tr><tr><td>MEDIA/ (TPB Personnel &amp; Production Team)</td><td>2</td><td>75 pax</td><td>AM snack</td></tr></table>				Participant	Day	No. of pax	Meals	(TPB Personnel & Production Team)	1	20 pax	AM snack	20 pax	Lunch	20 pax	PM snack	20 pax	Dinner	MEDIA/ (TPB Personnel & Production Team)	2	75 pax	AM snack
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	MEDIA/ (TPB Personnel & Production Team/ Participants		75 pax	Dinner	
	MEDIA/ (TPB Personnel & Production Team)	4	75 pax	AM snack	
	MEDIA/ (TPB Personnel & Production Team/ Participants		75 pax	Lunch	
	MEDIA/ (TPB Personnel & Production Team/ Participants		75 pax	PM snack	
	MEDIA/ (TPB Personnel & Production Team/ Participants		75 pax	Dinner	
		5	12 pax	AM snack	

(TPB Personnel & Production Team)		12 pax	Lunch
		12 pax	PM snack
		12 pax	Dinner

*Note: provision of water dispenser (hot and cold)/candies/coffee during the workshop session. Provision of alternative meals for those with dietary restriction.*

**RE-STARTER KITS**

Provision of re-starter kits enhancement of community starter kits amounting to PhP100,000.00 for six (6) identified CBT sites.

Note: subject to TPB’s approval

Provision of Professional Fee of the Speaker amounting to PhP20,000.00 per person for 3 days. Technically Knowledgeable on topics related to Disaster Risk Management, Environmental Conservation, Industry practitioner and willing to work with the Tourism Promotions Board (TPB) in developing a course module.

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

**Stand-by paramedics within the area of visit.**

**VIDEOGRAPHER/PHOTOGRAPHER**

Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.

	<p><b><u>Provision of banners</u></b> (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB's approval</p> <p>Provision of sixty (60) <b><u>Workshop Kits</u></b> for participants such as simulation shirt, ballpens, notebooks, notebook and Tote Bag from any weaving community in the Philippines</p> <p>Provision of educational supplies during the workshop amounting to <b>PhP50,000.00</b>. Billing should be based on actual cost supported with corresponding receipts.</p> <p>Porter Fees</p> <p>Simulation of workshop activity including Tours for participants/ speakers and media.</p> <p>Sixty (60) workshop participants, amounting to PhP100,000.00. Billing should be based on actual cost supported with corresponding receipts.</p>	
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#### IV. PROJECT IMPLEMENTATION SCHEDULE

LOT No.	Destination/s	Indicative Dates of Implementation
<b>Local Tourism and Marketing Workshops</b>		
<b>Lot 3</b>	Batanes	April 21-25, 2025

#### V. ELIGIBILITY

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services such as small-medium-large scale tours, events, and the likes, and must have handled at least three (3) similar projects
2. Must submit either a DOT – accreditation certificate

## VI . TERMS OF PAYMENT

Lot No.	Particulars/ Milestones	Payment Scheme / Percentage of Payment
1	<b>Batanes</b> Full payment upon issuance of a certificate of satisfactory delivery of all requirements. Payment shall be made 30 days after submission of SOA and complete supporting documents.	

Willing to provide services on a “send-bill” arrangement. Processing of payment 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. Total cost should be based on actual expense. (ABC)

*Please send a billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 6F FIVE-ECOM CENTER, MOA COMPLEX, PASAY CITY*

*Note: The bidder is encouraged to have a Landbank account. Payment shall be made through an LBP bank deposit. Otherwise, bank charges shall be shouldered by the tour operator company.*

## VII. CONTRACT DURATION

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

## VIII. CONTACT PERSONS

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