

**TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR
2025 AUSTRALIAN MEDIA FAMILIARIZATION TRIP**

I. BACKGROUND

The Tourism Promotions Board (TPB), in collaboration with the Philippine Department of Tourism (PDOT) Sydney office, is organizing a familiarization trip for media representatives from Australia. This initiative aims to showcase the beauty and appeal of Philippine destinations by leveraging the content created by the invited media representatives. Through their articles, photographs, videos, and social media posts, the participating journalists and content creators will help amplify awareness of the Philippines as a premier travel destination, inspiring Australian travelers to explore the country's unique attractions and experiences.

II. OBJECTIVES

- To showcase the Philippines' unique attractions, cultural heritage, and adventure opportunities to position the Philippines as a must-visit destination for Australian travelers;
- To leverage the influence of Australian media representatives to generate authentic and compelling travel contents that resonate with Australian audiences;
- To reinforce the Philippines' appeal as an attractive and top of mind destination for Australian travelers, leveraging its proximity, cultural connections, and flight routes; and
- To inspire Australian travelers to consider the Philippines for their next holiday, contributing to an increase in visitor arrivals from this key market.

III. SCOPE OF SERVICES

- The project requires the services of a tour operator for the provision of the requirements relative to the implementation of the Australia Media Familiarization Trip in 2025;
- The trip will be participated by invited media representatives from the Australia 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.

DELIVERABLES AND SPECIFICATIONS

Approved Budget for Contract (ABC): PHP 1,000,000.00

Date of Implementation: 21 to 29 April 2025 (indicative)

Participants

Estimated total no. of participants: 6 pax (5 media representatives + 1 TPB officer)

I. International Air Tickets and Tax/Surcharges

5 media representatives from Australia

Routes:

- Sydney – Manila – Sydney
- Melbourne – Manila – Melbourne
- Brisbane – Manila – Brisbane
- Perth – Manila – Perth

Indicative dates:

Flight to Manila – 21 April 2025

Flight back to origin – 29 April 2025

*Subject to change depending on the point of origin of the participants and depending on flight availability

- Preferably a legacy airline
- Regular economy
- Rebookable, reroutable, and refundable (subject to the airlines' rules, terms, and conditions)
- Provision of 30 kg. of baggage allowance per pax per flight
- Inclusive of all applicable taxes and surcharges

*Should PDOT Sydney/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.

II. Domestic Air Tickets

6 pax (including 1 TPB officer)

Routes:

- Manila to Romblon (22 April 2025)
- Boracay to Manila (27 April 2025)

	<ul style="list-style-type: none"> ● Regular economy ● Rebookable, reroutable, and refundable ● Provision of 30 kg. of baggage allowance per pax per flight ● Inclusive of all applicable taxes and surcharges <p>*Should PDOT Sydney/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. Transportation (Land)	
Location: Manila, Romblon, Boracay, (please refer to the attached itinerary)	<p>One (1) unit of tourist coaster or minibus and one (1) luggage van for the whole duration of the trip</p> <ul style="list-style-type: none"> - 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. <p>*Personal Health/First Aid Kits for 6 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

	<ul style="list-style-type: none"> - 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. - The transport company must be DOT accredited. - Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.
IV. Transportation (Ferry)	
<p>One way boat transfer from Romblon to Boracay</p> <p>*Note: Can be arranged with the accommodation establishment in Romblon/Boracay or can be arranged separately.</p>	
V. Accommodation	
<p>Total no. of pax: 6 pax</p> <p>Duration (indicative)</p> <ul style="list-style-type: none"> ● Manila: 21 – 22, 27 – 29 April 2025 ● Romblon: 22 – 24 April 2025 ● Boracay: 24 – 27 April 2025 	<ul style="list-style-type: none"> ● Six (6) Single Deluxe rooms with breakfast ● 4 or 5 Star rated establishment or at least AA-rated resort ● DOT-accredited establishment ● For Manila: Accessible to, recreation, and attraction areas (please refer to the attached itinerary).
VI. Meals and Beverages	

<p>Provision of full-board meals and beverages for 6 pax for the whole duration of the trip</p>	<p>a. PHP 3,400.00 per pax inclusive of the following:</p> <ul style="list-style-type: none"> - Eight (8) Breakfast – packed to be arranged, if necessary - Eight (8) AM and PM snacks – PHP 500/pax - Eight (8) Lunch – PHP 1,200/pax - Nine (9) Dinner – PHP 1,300/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).
<p>VII. Tour Activities</p>	
<p>a. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for 6 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 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>VIII. Tour Kits</p>	
<p>Provision of safety tour kits for 6 pax to include the following:</p> <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 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	
IX. Tour Guide	
Provision of one (1) licensed DOT-accredited English-speaking tour guide subject to approval of TPB. <ul style="list-style-type: none"> a. Must have three (3) years experience in handling foreign groups; b. Must have familiarity with the destination to be covered <p>*Note: Copy of DOT-accreditation and certification of tour guide training conducted by DOT Region 6 must be submitted to TPB ten (10) days before the actual tour.</p>	
X. Tour Coordinator	
Provision of tour coordinator to handle on-site requirements and arrangements for the duration of the tour. Additional Notes: <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 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. 	
XI. Travel Insurance 6 pax (including 1 TPB officer)	Individual comprehensive travel insurance with medical and loss or damaged luggage and medical emergencies coverage worth PhP 1 Million/pax
XII. Visa Fees (only if applicable)	5 participants
XIII. Tour Signage, Banner and Itinerary Booklet	
<ol 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>should be sustainable clothing material</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>	
XIV. Sustainable Destination-based Giveaways	
Provision of curated sustainable destination-based giveaways for 6 pax @ PHP 500.00 each. *Note: Submit photos of proposed giveaways to be included in the bid, for TPB's approval.	
XV. Miscellaneous Expenses	

Communication expenses, food sampling, coordination meetings, supplies, and other on-site & administrative expenses amounting to maximum of PHP 6,600.00.
*Note: Billing should be based on actual expense.

XVI. Other Requirements

- a. Must be a DOT-accredited tour operator company. Please include a copy of the DOT-accredited certification in the 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 bids, must have handled at least 3 similar projects/groups, preferably from Australia. Submit list of at least three (3) similar projects/groups handled in the last five years as part of the 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 **ONE MILLION PESOS (PhP 1,000,000.00)** 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

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. Chelsea P. Luna

Market Specialist II (Australia Market)

International Promotions Department – ASEAN and the Pacific Division

Email: chelsea_luna@tpb.gov.ph

Contact No.: 0967-187-7405

(as of 26 February 2025)