

**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)

ITINERARY FORM

Australian Media Familiarization Trip

21 to 29 April 2025 (indicative)

Romblon – Boracay – Manila

Date / Time	Activity	Remarks
DAY 0	ARRIVAL IN MANILA	
	Depart Australia (Sydney / Melbourne / Brisbane / Perth)	
	Estimated time of arrival in Manila	
	Welcome Dinner: Casa Buenas	*30 minutes from NAIA Terminal 1
	Check-in at the hotel Overnight stay at the hotel	Preferred hotel: Hilton Hotel; Sheraton; Marriott Manila
DAY 1	DEPARTURE FOR ROMBLON	
	Breakfast at the hotel	
0800H	Check out and assembly time at the lobby Proceed to NAIA Terminal 2	
1040H	Take the flight bound for Caticlan	
1140H	Arrival in Caticlan	
1200H	Mobile to Port going to Carabao Island, Romblon	
1245H	Arrival at Lanas Port in San Jose, Romblon	
1300H	Lunch and check in at the resort	
1500H	Proceed for wellness massage	
1730H	Cocktails and Dinner	
	Overnight stay at the resort	Preferred resort: Horizon Hotel Romblon
DAY 2	EXPLORING ROMBLON	
0700H	Breakfast at the resort	
0800H	Proceed for island hopping and fun diving activity	
1200H	Lunch at one of the islands	
1300H	Proceed for in-land tour of Romblon	
1500H	Back to Carabao Island	
1830H	Dinner	
	Overnight stay at the resort	Preferred resort: Horizon Hotel Romblon
DAY 3	OFF TO BORACAY ISLAND	
0800H	Breakfast at the resort	
0900H	Proceed for cliff diving and Cathedral Cave activity	
	Return to the resort then proceed for check out	
1200H	Proceed to Lanas Port for boat transfer to Caticlan	

1300H	Arrival in Caticlan, proceed to the resort	
1400H	Late lunch at the resort then check in	
	Rest and freshen up	
	Welcome Dinner at the resort	
	Overnight stay at the resort	Preferred resort: Shangrila Boracay; Crimson Resort
DAY 4	BORACAY BEYOND WHITE BEACH	
0800H	Breakfast in the resort	
0900H	Visit Willy's Rock and D'Mall, Lugutan Mangrove Eco Park, Ati Village and Wetland #2 Conservation Park	
1200H	Lunch	
1400H	Wellness Experience in Spas (Mandala Spa or Tirta Spa)	
1800H	Dinner at Crimson Boracay Resort and Spa	
	Back to the resort	
	Overnight stay at the resort	Preferred resort: Shangrila Boracay; Crimson Resort
DAY 5	ADVENTURE DAY IN BORACAY	
0800H	Breakfast at the hotel	
0900H	Proceed for Boracay watersports activities and Island Hopping	
1200H	Lunch	
1300H	Continue Island Hopping	
1500H	Return to the resort to freshen up	
1600H	Sunset Cruise	
1800H	Dinner	
	Back to the resort	
	Overnight stay at the resort	Preferred resort: Shangrila Boracay; Crimson Resort
DAY 6	BACK TO MANILA	
0830H	Breakfast at the resort	
	Check out at the resort	
	Proceed to the airport	
1155H	Take the flight bound for Manila	
1255H	Arrival in Manila	
1300H	Lunch at The Loggia Restaurant with Museum Visit	
	Proceed to the hotel for check in and freshen up	
1500H	New Manila Tour: - BGC Rolling Tour - Ayala Museum	
1830H	Dinner	
	Back to the hotel	
	Overnight at the hotel	Preferred hotel: Shangrila BGC; Grand

		Hyatt Manila
DAY 7	CITY TOUR AND CULINARY ADVENTURE	
0730H	Breakfast at the hotel	
0900H	Arrival in Binondo	
0900H – 1130H	Chinatown Museum Tour	
1130H	Start of Binondo Food Crawl: <ul style="list-style-type: none"> - Binondo Church - Eng Bee Tin (Fried XLB) - Carvajal (Lumpia and Kikiam) - Shanghai Fried Siopao - Bakers Fair Hopia - Lord Stow's Bakery – Egg Tart - Dong Bei Dumplings 	
1500H	Proceed to Intramuros	
	Intramuros (After Dark) Tour: <ul style="list-style-type: none"> - Manila Cathedral - Baluarte de San Diego - Casa Manila - Refreshment - San Agustin Church - Fort Santiago 	
1800H	Dinner at Barbara's Restaurant	
	Back to the hotel	
	Overnight stay at the hotel	Preferred hotel: Shangrila BGC; Grand Hyatt Manila
DAY 8		
0800H	Breakfast at the hotel	
	Morning at leisure	
1100H	Proceed to MOA for lunch	
	Lunch	
1300H – 1500H	Shopping in MOA	
	Back to hotel to freshen up and pack up	
1800H	Check out at the hotel	
1900H	Dinner	
	Proceed to the airport	
	Depart Manila for Australia (Sydney / Melbourne / Brisbane / Perth)	
	END OF TOUR	

(as of 27 February 2025)