

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE ENHANCED MICE PLUS PROGRAM

I. BACKGROUND

The Tourism Promotions Board (TPB) is an attached agency of the Department of Tourism (DOT) in the Philippines, responsible for marketing and promoting the country as a premier destination both domestically and internationally. TPB plays a vital role in developing and implementing tourism campaigns that bolster the nation's travel and MICE industries.

The vision of TPB is to position the Philippines as a top-of-mind destination for both leisure and business travelers globally, known for its diverse attractions, warm hospitality, and commitment to sustainable tourism development.

TPB's mission is to promote the Philippines as a preferred destination for international and domestic travelers, ensuring the country remains competitive in the global tourism market. TPB is committed to fostering inclusive growth through responsible and sustainable tourism practices, enhancing the visitor experience, and fostering collaborations with key stakeholders.

Given TPB's pivotal role in sustaining the growth of the Philippine tourism sector and contributing to national economic development, the procurement of a tour operator is essential. The operator will be responsible for managing the Half-day Heritage Tour, aligning with TPB's vision of promoting the country's rich cultural heritage and delivering exceptional visitor experiences.

II. OBJECTIVES

The Tourism Promotions Board (TPB) aims to increase the number of international and domestic tourists visiting the Philippines through strategic marketing and promotional initiatives, while also promoting sustainable tourism practices that preserve the environment, respect local cultures, and foster community development. Additionally, TPB seeks to enhance the country's global competitiveness by showcasing the Philippines' natural beauty, rich culture, and heritage, and positioning it as a premier destination for global and regional events in the Meetings, Incentives, Conventions, and Exhibitions (MICE) sector.

III. SCOPE OF WORK/SERVICES

Event	HALF-DAY CITY TOUR (HERITAGE TOUR)
Inclusive Dates/Period	June to December 2025
Proposed Destinations	<ul style="list-style-type: none">• Metro Manila and Environs• Clark, Pampanga• Baguio• Cebu

	• Davao
Audience Profile	Foreign delegates/participants
No. of Runs	Multiple*
No. of Pax Per Run	Minimum Guarantee: 20 pax

*NOTE: The bid quotation/proposal must be on per pax basis; the number of runs will depend on the actual number of pax per tour/run

A. Transportation

- Provide one (1) unit air-conditioned tourist coach bus for 57 pax or two (2) coasters for 27 pax each
- Preferably, vehicles must be new or not older than three (3) years, subject to the approval of the TPB. Vehicle year model must be at least 2021 and up.
- Provide a professional and well-groomed licensed driver.
- Proposal must cover cost of gasoline expenses, tolls and parking fees, meals of drivers.

B. Tour Guides

- Provide at least two (2) duly licensed DOT-accredited tour guides preferably from an organization that provides tour guides.
- Fluent and conversant in English and well-versed in Philippine history, culture, tradition, art, as well as current events.
- Must have at least two (2) years of experience in tour guiding of foreign participants.

Tour Operator must submit the following documents of the Tour Guide five (5) calendar days after receipt of Notice of Award (NOA):

1. Proof of Accreditation from DOT
2. Proof of membership in associations of tour guides
3. Resume and list of groups handled for the last three years

C. Tour Coordinator

- Provide at least one (1) tour coordinator
- Must have at least two (2) years of experience in coordinating tour groups with 20 or more foreign delegates.
- Submit a resume of the tour coordinator including the list of groups handled, five (5) calendar days after receipt of Notice of Award.

D. Meals

Provide one (1) meal during the tour: lunch with Filipino-Spanish menu or heavy snacks (merienda) featuring Filipino delicacies. The venue must be able to provide in-house local entertainment. The cost estimate of meal per pax must not be below P1,500.00.

E. Tour Kits

Provide the following amenities for each participant, packed in a sustainable bag:

- Hat and Hand-fan
 - simple native design depicting Filipino culture
 - preferably made from eco-friendly materials
- Bottled water, 330/350 ml
- Candies (mint)
- Dry and wet tissues
- Sanitizer/Alcohol (small bottle)

F. Banner

Provide one (1) full-color banner of 72x36 inches (for group photo ops). Design to be provided by the TPB.

G. Insurance

Provide appropriate general insurance coverage of P500,000.00 per participant.

H. Miscellaneous Expense

Must allocate an amount of P10,000.00 for 20 pax minimum per run for ground/entrance fees and other onsite incidental and contingency related expenses.

I. Other Requirements

- Tour Operator may propose/modify the itinerary as deemed fit for the group and in consideration of time, subject to TPB approval.
- Provide a First Aid Kit onboard the vehicle with basic medicines (headache, fever, motion sickness, pain reliever, antacids for upset stomach, diarrhea, antihistamine for allergies, etc).
- Provide umbrellas.
- Provision of an assisted-listening system (wireless tour guide audio system) is an advantage.
- Compilation of digital photos of the tour (in .jpeg format), stored in a Google drive folder and link sent to the TPB via email no later than fifteen (15) days after the tour is conducted.
- Copy of list of participants

IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)

June to December 2025

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be a Filipino-owned, operated, and legally registered Travel and Tour Operator under Philippine laws.
2. Must be a DOT-accredited tour operator. [Provide a copy of the valid DOT accreditation certificate]

3. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid.
4. Must have a professional track record in handling international groups. [Provide at least two government and private sector similar projects handled for the past three (3) years]

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **SEVEN HUNDRED THOUSAND PESOS ONLY (PHP 700,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

- A. Send bill arrangement
- B. Supplier must submit the following documents:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:
Chief Operating Officer / Officer-in-Charge
Tourism Promotions Board c/o the MICE Department
6th Floor, Five E-Com Center, Mall of Asia Complex, Pasay City
- C. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICERS' CONTACT INFORMATION

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