

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE TOUR GUIDES CONFERENCE 2025 IN MATI CITY

I. BACKGROUND

Philippine Tour Guide plays a vital role in developing a holistic sustainable, unique experience and fun travel of every tourist. Tour Guides significant role in the tourism industry under Republic Act 9593 or Tourism Act of 2009 in promoting, marketing and creating a favorable image of the country and contributes enriching Philippine experience for local and foreign visitors. As part of the government approach in enhancing over-all tourists experience, the Tourism Promotions Board (TPB) Philippines supports the Philippine Federation of Professional Tour Guides, Inc. (TGFed) would like to intensify the Filipino Brand of Service and Excellence campaign and at the same time celebrating the National Tourist Guide's Day every 2nd Monday of June of every year.

II. OBJECTIVES

Specifically, the **PHILIPPINE TOUR GUIDES CONFERENCE** aims to:

1. To foster the importance of Filipino Brand Service and Excellence
2. To understand the Key, Strategic and Emerging Markets of the Philippines
3. To understand the existing and emerging markets of the Philippines

III. SCOPE OF SERVICES/ DELIVERABLES

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for small value procurement based on one (1) lot identified below:

LOT#	<u>Details</u>	ABC (PhP)
1 June 14- 18, 2025 MATI CITY DAVAO ORIENTAL	A. FOOD & BEVERAGES Provision of INCENTIVIZED BUFFET DINNER and PM SNACKS, inclusive of venue rental for 250 pax amounting to PhP1,800 per pax with cultural presentation B. TRANSPORTATION	PhP1,000,000.00

	<p>3 TOURIST BUS RENTAL</p> <p>Three (3) unit air-conditioned tourist bus (preferably 35–50 seater)</p> <p>Route:</p> <p>Duration and Location:</p> <ul style="list-style-type: none"> • Estimated Duration: 3 to 5 consecutive days • Expected Dates: June 14-18, 2025 • Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental <p>June 15- shuttle participants of the conference coming from different hotels in Mati City (within Mati City)</p> <p>June 16 & 17 – tourist service of participants during the tour visit within Davao Oriental</p> <p>June 18 – Shuttle back to Davao City (whole day from Mati City to Davao City)</p> <p>Requirements & Specifications: Fully air-conditioned tourist bus in good running condition At least 2 years old or newer Licensed professional driver familiar with Davao routes With complete registration, insurance, and permits <i>5 days before the implementation dates</i> Equipped with:</p> <ul style="list-style-type: none"> • Clean and sanitized interiors • First-aid kit • Working sound system • Onboard microphone • Ample storage for kits and materials <p>Provision of <i>one (1) VAN Rental for 5 days</i> Route:</p> <ul style="list-style-type: none"> • Service Area: June 14- Half Day City in Davao City Proceed to Mati City, Davao Oriental 	
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	<p>June 15- Shuttle TPB personnel of the conference coming from different hotels in Mati City (within Mati City)</p> <p>June 16 & 17 – Tourist Service of TPB personnel during the tour visit within Davao Oriental</p> <p>June 18 – Shuttle back to Davao City (Whole day from Mati City to Davao City)</p> <p>C. ACCOMODATION Accommodation for 8 rooms, inclusive dates: June 14-19 5 Twin sharing room 2 for COO 1 for DOT Regional Office</p> <p>Note: Must be at least 3-star rate hotel within city center of MATI City/ near or within the premise of the conference subject for approval of TPB</p>	
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IV. PROJECT IMPLEMENTATION SCHEDULE

LOT	DESTINATION	DATES
1	Mati City	June 14-19, 2025

V. ADDITIONAL REQUIREMENTS

1. Provide assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/ unforeseen changes in specifications to include ***tour activities and/or schedules/dates may still be changed*** based on recommendations on the DOT Regional Office
3. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at **no additional cost**.
4. Willing to provide services on a “send-bill” arrangement.
5. Must **submit completed projects for at least three (3) years**
6. Must submit a budget bid proposal that reflects itemized breakdown of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB ***based on the actual cost per pax***.

Qualification of Bidders

1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under Philippine Laws. Must have been in operation for at least three (3) years.
2. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VI. CONTRACT DURATION

Shall commence from the date of execution, issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

VII. APPROVED BUDGET FOR THE CONTRACT

The ABC budget is **ONE MILLION PESOS ONLY (PhP1,000,000.00)** inclusive of all applicable taxes and fees, chargeable against the 2025 Approved Corporate Operating Budget of the Domestic Promotions Department.

VIII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services. 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. The Winning Bidder is encouraged to have a Landbank account. Payment shall be made through LBP bank deposit. Otherwise, bank charges shall be shouldered by the Winning Bidder.

IX. PROJECT OFFICERS' CONTACT INFORMATION

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