

TOURISM PROMOTIONS BOARD PHILIPPINES
TECHNICAL SPECIFICATIONS
Services of a Tour Operator for the Conduct of the Post Tours Program
for the Philippine Travel Exchange (PHITEX) 2025
10 – 14 September 2025

I. BACKGROUND

The Philippine Travel Exchange (PHITEX) is the country's biggest government-organized travel trade event.

Established in 1996, the event host qualifies buyers from all over the world to participate in tabletop business appointments with Philippine sellers and experience Philippine tourism destinations through pre/post tours with an end goal of increasing tourist arrivals and receipts in the country. PHITEX has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

The Tourism Promotions Board Philippines (TPB) will be requiring the services of a tour operator to conduct the site validation for the planned arrangements for tours, transportation, coordination, and other required services for the lots identified below. This will enable the TPB marketing officers to run the itinerary, with necessary time-in-motion, and ensure proper implementation of the actual post tour for the foreign buyers.

II. OBJECTIVES

1. A venue for marketing and promoting new as well as established Philippine destinations and travel products to invited foreign travel buyers.
2. Communicate positive promotion of the Philippines to the global travel market showing the country as a safe and flourishing destination with its new product offerings; and
3. Entice foreign travel buyers to include the Philippines in their tour programs or expand their existing tourism programs for the country.

III. SCOPE OF WORK / SERVICES

LOT 1 – PUERTO PRINCESA		
DELIVERABLES	SPECIFICATION	REMARKS
Participants	<ol style="list-style-type: none"> 1. Total number of participants: 23 pax <i>(inclusive of 2 TPB and 1 DOT Regional Office representative)</i> 2. Minimum guarantee: 15 pax <i>(exclusive of coordinator, photographer, videographer, tour guide, and other personnel assigned by the supplier)</i> 	For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.
Transportation (Air)	<ol style="list-style-type: none"> 1. Domestic air tickets for twenty-two (22) pax, inclusive of all applicable taxes, surcharges, and fees (terminal fees and porter fees) 	<ol style="list-style-type: none"> 1. Preferred Flight Details: Destination: MNL – PPS ETA: 11:30 AM ETD: 1:00 PM

	<p>Manila-PPS-Manila*</p> <p><i>*Return flight may depend on their next flight back to their original destination.</i></p> <p>Inclusions:</p> <ul style="list-style-type: none"> • Regular economy • Rebookable and refundable • Provision of at least 20 kgs. of baggage allowance per participant • Provision of extra baggage allowance of 10kgs per pax, as needed. 	<p>Destination: PPS – MNL</p> <p>ETA: 1:50 PM</p> <p>ETD: 3:25 PM</p> <p>2. Preferred Airline</p> <p>The designated flag carrier of the Republic of the Philippines, as recognized by the Civil Aeronautics Board (CAB) and in bilateral air service agreements.</p>
Transportation (Land)	<ol style="list-style-type: none"> 1. The winning bidder to provide transportation for the participants and their luggage in Metro Manila, hotel to airport (1st call accommodation) and airport to hotel (2nd call accommodation) 2. Winning bidder to manage the baggage of all buyers for the duration of the tours, including transfer from the 1st call to 2nd call accommodation. 3. One (1) unit of a coaster with a seating capacity of 23 – 25 persons, or three (3) vans, with one (1) additional van as backup during the tour. 4. Two additional (2) luggage vans during both arrival and departure to and from the destination. 5. Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. 6. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with an onboard first-aid kit; with provision of wet tissue, alcohol, 	<p>Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p>

	<p>drinking water, and mints. (Avoid single-use plastic for drinking water).</p> <p>7. 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 immediately.</p> <p>8. Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</p> <p>9. Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</p> <p>10. Should have enough umbrellas for all passengers in case of bad weather.</p>	
Accommodation	<p>Twenty (20) single occupancy and three (3) twin rooms</p> <ul style="list-style-type: none"> • Duration: • 10 – 12 September 2025 (Sabang Area) • 12 – 14 September 2025 (City Center) • Category: Deluxe Room • Inclusive of breakfast • DOT-Accredited Deluxe hotel/resort 	
Meals & Beverages	<p>1. Provision of full-board meals with one round of beverages per meal for 23-25 pax for the whole duration of the trip (10 – 14 September 2025), amounting to PhP3,500.00 per person per day</p> <ul style="list-style-type: none"> • AM and PM snacks • Lunch • Dinner <p>2. Provision of dietary requirements, if there are any.</p>	<p>1. TPB representative to finalize the order/s per meal based on the itinerary.</p> <p>2. Ensure that drinking water is always available in the van for all participants throughout the tour.</p> <p>3. Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</p>
Itinerary Activities, Tours, Entrance and	<p>1. Book, conduct, and coordinate in advance with establishments, and</p>	<p>1. The tour operator, in coordination with the DOT Regional Office,</p>

Environmental Fees	<p>provide interactive/ experiential tours and activities for 23 pax.</p> <p>2. Cover all necessary expenses, including entrance fees, environmental fees, permits, rental of snorkeling equipment, if needed and gratuity pay, among others.</p>	<p>must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous events, subject to the approval of TPB.</p> <p>2. Final alternative itinerary to be approved by the TPB representative.</p>
Giveaways	<p>1. Provision of a curated, sustainable destination-based giveaway for 23 pax (Php2,000.00 per pax).</p> <p>2. Must be high-quality, eco-friendly, and made with sustainable materials</p> <p>3. Packed in sustainable packaging, tagged with compliments card.</p>	<p>1. Perishable items are not allowed.</p> <p>2. Placing the tour operator/supplier's logo is not allowed.</p> <p>3. All proposed giveaways and designs are subject to TPB's approval</p> <p>4. <u>Submit photos of proposed giveaways for inclusion in the Technical Bid Envelope.</u></p>
Tour Kits	<p>1. Provision of safety tour kits for 23 pax to include the following:</p> <ul style="list-style-type: none"> • 14oz Reusable water tumbler <ul style="list-style-type: none"> - Stainless Steel - Double wall - Durable - Vacuum-insulated - Leak proof - BPA Free - 12 hours hot; 24 hours cold • Ten (10) pieces of individually wrapped disposable masks • One (1) pack of facial tissue • One (1) pack of wet wipes (biodegradable bamboo fiber material) • 50 ml. of 70% ethyl/isopropyl alcohol in a spray bottle • Mints • Mosquito repellent in spray <p>2. Kits are placed in a reusable drawstring bag, cacha bags, or in sustainable packaging.</p>	

Health/First Aid Kit	<p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least ten (10) pieces of the following medicines:</p> <ul style="list-style-type: none"> • Antacid for an upset stomach • Paracetamol for headache and fever • Antihistamine for allergies • Loperamide for diarrhea • Meclizine hydrochloride for motion sickness • Ibuprofen for pain reliever 	Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.
Tour Guide	<p>Provision of at least two (2) licensed DOT-accredited English-speaking tour guides with the following qualifications:</p> <ul style="list-style-type: none"> • Must be an expert or familiar with the destination • Must be fluent and conversant in English • Must have an in-depth knowledge of the Philippines, specifically Puerto Princesa 	The winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within ten (10) calendar days upon issuance of the NOA.
Tour Coordinator	<ol style="list-style-type: none"> 1. The tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour and 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. 2. The Tour Coordinator must have at least five (5) years of relevant experience. 	<ol style="list-style-type: none"> 1. The winning bidder to make necessary coordination/request with the concerned government offices for the safety and security requirements of the group. 2. <u>Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid Envelope.</u>
Travel Insurance	Provision of comprehensive travel insurance with medical coverage to include COVID-19 and monkeypox, worth PHP 1,000,000.00/pax.	
Tour Signage and Banner	<ol style="list-style-type: none"> 1. Provision of vehicle banners/signage and identifiers for the delegates. 2. Post-Tour Banner size is 1.5 m (L) x 0.75 m (W) 3. Provision of luggage tags for each participant, featuring the destination name prominently displayed for easy identification. 	<ol style="list-style-type: none"> 1. TPB to provide the design.

	4. The material to be used should be sustainable.	
Tour Booklet	Provision of twenty-three (23) printed tour booklets showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	1. Design template and content to be provided by TPB. 2. Placing of the tour operator/supplier's logo is not allowed.
Tour Documentation	1. Provision of at least one (1) videographer and one (1) photographer to cover the tour. 2. Provision of 30 – 60 second edited reels/IG Stories/portrait videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight. 3. Submission of edited video/s that will feature all the highlights of the tour, 10 calendar days after the tour. 4. Submission of a consolidated output of the raw and edited videos and photos stored via a Google Drive link and one (1) external drive to be given to the TPB representative, 5 calendar days after the tour.	1. Final edited video output should be subject to the approval of TPB. 2. TPB to provide sample videos as a reference/peg to the winning bidder.
Incidental and Other Miscellaneous Expenses	1. Provision of a budget amounting to Php30,000.00 to cover expenses for food sampling, communication expenses, and other on-site related expenses. 2. Provision of two (2) rented pocket Wi-Fi devices with unlimited data for the duration of the trip.	Miscellaneous expenses must be based on actual cost with prior approval by TPB before purchase and must be supported with an Official Receipt / Sales Invoice or equivalent documents, as acceptable by the Philippine law.

LOT 2 – BORACAY ISLAND AND MALAY, AKLAN (MAINLAND)		
DELIVERABLES	SPECIFICATION	REMARKS
<i>Participants</i>	1. Total number of participants: 25 pax (<i>inclusive of 3 TPB and 2 DOT Regional Office representatives</i>) 2. Minimum guarantee: 15 pax (<i>exclusive of coordinator, photographer, videographer, tour guide, and other personnel assigned by the supplier</i>)	For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.
<i>Transportation (Air)</i>	1. Domestic air tickets for twenty-three (23) pax, inclusive of all applicable	1. Preferred Flight Details:

	<p>taxes, surcharges, and fees (terminal fees and porter fees)</p> <p>Manila-Caticlan-Manila*</p> <p><i>*Return flight may depend on their next flight back to their original destination.</i></p> <p>Inclusions:</p> <ul style="list-style-type: none"> • Regular economy • Rebookable and refundable • Provision of at least 20 kgs. of baggage allowance per participant • Provision of extra baggage allowance of 10kgs per pax, as needed. 	<p>Destination: MNL – MPH ETA: 7:55 AM ETD: 9:00 AM</p> <p>Destination: MPH – MNL ETA: 3:20 PM ETD: 4:30 PM</p> <p>2. Preferred Airline: The designated flag carrier of the Republic of the Philippines, as recognized by the Civil Aeronautics Board (CAB) and in bilateral air service agreements.</p>
Transportation (Land and Sea)	<ol style="list-style-type: none"> 1. The winning bidder to provide transportation for the participants and their luggage in Metro Manila, hotel to airport (1st call accommodation) and airport to hotel (2nd call accommodation) 2. Winning bidder to manage the baggage of all buyers for the duration of the tours, including transfer from the 1st call to 2nd call accommodation. 3. One speedboat with a seating capacity of 23 – 25 persons (Malay – Boracay; roundtrip). 4. Two (2) units of a coaster or modern jeep with a seating capacity of 10 – 15 persons, or four (4) vans, with one (1) additional van as backup during the tour. 5. Two additional (2) luggage vans during both arrival and departure to and from the destination. 6. Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times. 	<p>Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p>

	<p>7. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with an onboard first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water).</p> <p>8. 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 immediately.</p> <p>9. Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</p> <p>10. Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</p> <p>11. Should have enough umbrellas for all passengers in case of bad weather.</p>	
Accommodation	<p>Twenty (20) single occupancy and four (4) twin rooms</p> <ul style="list-style-type: none"> • Duration: 10 – 14 September 2025 • Category: Deluxe Room • Inclusive of breakfast • DOT-Accredited Deluxe hotel/resort 	
Meals & Beverages	<p>1. Provision of full-board meals with one round of beverages per meal for 25 pax for the whole duration of the trip (10 – 14 September 2025), amounting to PhP3,500.00 per person per day</p> <ul style="list-style-type: none"> • AM and PM snacks • Lunch • Dinner <p>2. Provision of dietary requirements, if there are any.</p>	<p>1. TPB representative to finalize the order/s per meal based on the itinerary.</p> <p>2. Ensure that drinking water is always available in the van for all participants throughout the tour.</p> <p>3. Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final</p>

		bill (to be conferred with TPB)
<i>Itinerary Activities, Tours, Entrance and Environmental Fees</i>	<ol style="list-style-type: none"> 1. Book, conduct, and coordinate in advance with establishments, and provide interactive/ experiential tours and activities for 25 pax. 2. Cover all necessary expenses, including entrance fees, environmental fees, permits, rental of snorkeling equipment, if needed and gratuity pay, among others. 	<ol style="list-style-type: none"> 1. The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous events, subject to the approval of TPB. 2. Final alternative itinerary to be approved by the TPB representative.
<i>Giveaways</i>	<ol style="list-style-type: none"> 1. Provision of a curated, sustainable destination-based giveaway for 25 pax (PHP 2,000.00 per pax). 2. Must be high-quality, eco-friendly, and made with sustainable materials 3. Packed in sustainable packaging, tagged with compliments card. 	<ol style="list-style-type: none"> 1. Perishable items are not allowed. 2. Placing the tour operator/supplier's logo is not allowed 3. All proposed giveaways and designs are subject to TPB's approval 4. <u>Submit photos of proposed giveaways for inclusion in the Technical Bid Envelope.</u>
<i>Tour Kits</i>	<ol style="list-style-type: none"> 1. Provision of safety tour kits for 25 pax to include the following: <ul style="list-style-type: none"> • 14oz Reusable water tumbler <ul style="list-style-type: none"> - Stainless Steel - Double wall - Durable - Vacuum-insulated - Leak proof - BPA Free - 12 hours hot; 24 hours cold • Ten (10) pieces of individually wrapped disposable masks • One (1) pack of facial tissue • One (1) pack of wet wipes (biodegradable bamboo fiber material) • 50 ml. of 70% ethyl/isopropyl alcohol in a spray bottle • Mints • Mosquito repellent in spray 	

	2. Kits are placed in reusable drawstring bags, cacha bags, or in sustainable packaging.	
Health/First Aid Kit	<p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least ten (10) pieces of the following medicines:</p> <ul style="list-style-type: none"> • Antacid for upset stomach • Paracetamol for headache and fever • Antihistamine for allergies • Loperamide for diarrhea • Meclizine hydrochloride for motion sickness • Ibuprofen for pain reliever 	Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.
Tour Guide	<p>Provision of at least two (2) licensed DOT-accredited English-speaking tour guides with the following qualifications:</p> <ul style="list-style-type: none"> • Must be an expert or familiar with the destination • Must be fluent and conversant in English • Must have an in-depth knowledge of the Philippines, specifically Boracay Island and Malay, Aklan 	The winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within ten (10) calendar days upon issuance of the NOA.
Tour Coordinator	<ol style="list-style-type: none"> 1. The tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour and 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. 2. The Tour Coordinator must have at least five (5) years of relevant experience. 	<ol style="list-style-type: none"> 1. The winning bidder to make necessary coordination/request with the concerned government offices for the safety and security requirements of the group. 2. <u>Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid Envelope.</u>
Travel Insurance	Provision of comprehensive travel insurance with medical coverage to include COVID-19 and monkeypox, worth PHP 1,000,000.00/pax.	
Tour Signage and Banner	<ol style="list-style-type: none"> 1. Provision of vehicle banners/signage and identifiers for the delegates. 2. Post-Tour Banner size is 1.5 m (L) x 0.75 m (W) 3. Provision of luggage tags for each participant, featuring the 	TPB to provide the design.

	<p>destination name prominently displayed for easy identification.</p> <p>4. The material to be used should be sustainable.</p>	
Tour Booklet	Provision of twenty-five (25) printed tour booklets showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	<p>1. Design template and content to be provided by TPB.</p> <p>2. Placing of the tour operator/supplier's logo is not allowed.</p>
Tour Documentation	<p>1. Provision of at least one (1) videographer and one (1) photographer to cover the tour.</p> <p>2. Provision of 30 – 60 second edited reels/IG Stories/portrait videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</p> <p>3. Submission of edited video/s that will feature all the highlights of the tour, 10 calendar days after the tour.</p> <p>4. Submission of a consolidated output of the raw and edited videos and photos stored via a Google Drive link and one (1) external drive to be given to the TPB representative, 5 calendar days after the tour.</p>	<p>1. Final edited video output should be subject to the approval of TPB.</p> <p>2. TPB to provide sample videos as a reference/peg to the winning bidder.</p>
Incidental and Other Miscellaneous Expenses	<p>1. Provision of a budget amounting to Php30,000.00 to cover expenses for food sampling, communication expenses, and other on-site related expenses.</p> <p>2. Provision of two (2) rented pocket Wi-Fi devices with unlimited data for the duration of the trip.</p>	Miscellaneous expenses must be based on actual cost with prior approval by TPB before purchase and must be supported with an Official Receipt / Sales Invoice or equivalent documents, as acceptable by the Philippine law.

LOT 3 – CAGAYAN DE ORO, AND BUKIDNON		
DELIVERABLES	SPECIFICATION	REMARKS
Participants	<p>1. Total number of participants: 23 pax (<i>inclusive of 2 TPB and 1 DOT Regional Office representative</i>)</p> <p>2. Minimum guarantee: 15 pax (<i>exclusive of coordinator, photographer, videographer, tour</i></p>	For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.

	<i>guide, and other personnel assigned by the supplier)</i>	
Transportation (Air)	<p>1. Domestic air tickets for twenty-two (22) pax, inclusive of all applicable taxes, surcharges, and fees (terminal fees and porter fees)</p> <p>Manila – CDO – Manila*</p> <p><i>*Return flight may depend on their next flight back to their original destination.</i></p> <p>Inclusions:</p> <ul style="list-style-type: none"> • Regular economy • Rebookable and refundable • Provision of at least 20 kgs. of baggage allowance per participant • Provision of extra baggage allowance of 10kgs per pax, as needed. 	<p>1. Preferred Flight Details:</p> <p>Destination: MNL – CGY ETA: 8:25 AM ETD: 10:10 AM</p> <p>Destination: CGY – MNL ETA: 6:45 PM ETD: 8:20 PM</p> <p>2. Preferred Airline: The designated flag carrier of the Republic of the Philippines, as recognized by the Civil Aeronautics Board (CAB) and in bilateral air service agreements.</p>
Transportation (Land)	<p>1. The winning bidder to provide transportation for the participants and their luggage in Metro Manila, hotel to airport (1st call accommodation) and airport to hotel (2nd call accommodation)</p> <p>2. Winning bidder to manage the baggage of all buyers for the duration of the tours, including transfer from the 1st call to 2nd call accommodation.</p> <p>3. One (1) unit of a coaster with a seating capacity of 23 – 25 persons, or three (3) vans, with one (1) additional van as backup during the tour.</p> <p>4. Two additional (2) luggage vans during both arrival and departure to and from the destination.</p> <p>5. Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</p>	<p>Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p>

	<p>6. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with an onboard first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water).</p> <p>7. 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 immediately.</p> <p>8. Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</p> <p>9. Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</p> <p>10. Should have enough umbrellas for all passengers in case of bad weather.</p>	
Accommodation	<p>Twenty (20) single occupancy and three (3) twin rooms</p> <ul style="list-style-type: none"> • Duration: 10 – 12 September 2025 (CDO) 12 – 14 September 2025 (Bukidnon) • Category: Deluxe Room • Inclusive of breakfast • DOT-Accredited Deluxe hotel/ resort 	
Meals & Beverages	<p>1. Provision of full-board meals with one round of beverages per meal for 23 – 25 pax for the whole duration of the trip (10 – 14 September 2025), amounting to Php3,500.00 per person per day</p> <ul style="list-style-type: none"> • AM and PM snacks • Lunch • Dinner <p>2. Provision of dietary requirements, if there are any.</p>	<p>1. TPB representative to finalize the order/s per meal based on the itinerary.</p> <p>2. Ensure that drinking water is always available in the van for all participants throughout the tour.</p> <p>3. Should the DOT / TPB be able to secure meal</p>

		hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
<i>Itinerary Activities, Tours, Entrance and Environmental Fees</i>	<ol style="list-style-type: none"> 1. Book, conduct, and coordinate in advance with establishments, and provide interactive/experiential tours and activities for 23 pax. 2. Cover all necessary expenses, including entrance fees, environmental fees, permits, rental of snorkeling equipment, if needed and gratuity pay, among others. 	<ol style="list-style-type: none"> 1. The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous events, subject to the approval of TPB. 2. Final alternative itinerary to be approved by the TPB representative.
<i>Giveaways</i>	<ol style="list-style-type: none"> 1. Provision of a curated, sustainable destination-based giveaway for 23 pax (Php2,000.00 per pax). 2. Must be high-quality, eco-friendly, and made with sustainable materials) 3. Packed in sustainable packaging, tagged with compliments card. 	<ol style="list-style-type: none"> 1. Perishable items are not allowed. 2. Placing the tour operator/supplier's logo is not allowed 3. <i>All proposed giveaways and designs are subject to TPB's approval</i> 4. <u>Submit photos of proposed giveaways for inclusion in the Technical Bid Envelope.</u>
<i>Tour Kits</i>	<ol style="list-style-type: none"> 1. Provision of safety tour kits for 23 pax to include the following: <ul style="list-style-type: none"> • 14oz Reusable water tumbler <ul style="list-style-type: none"> - Stainless Steel - Double wall - Durable - Vacuum-insulated - Leak proof - BPA Free - 12 hours hot; 24 hours cold • Ten (10) pieces of individually wrapped disposable masks • One (1) pack of facial tissue • One (1) pack of wet wipes (biodegradable bamboo fiber material) • 50 ml. of 70% ethyl/isopropyl alcohol in a spray bottle 	

	<ul style="list-style-type: none"> • Mints • Mosquito repellent in spray <p>2. Kits are placed in reusable drawstring bags, cacha bags, or in sustainable packaging.</p>	
Health/First Aid Kit	<p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least ten (10) pieces of the following medicines:</p> <ul style="list-style-type: none"> • Antacid for upset stomach • Paracetamol for headache and fever • Antihistamine for allergies • Loperamide for diarrhea • Meclizine hydrochloride for motion sickness • Ibuprofen for pain reliever 	Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.
Tour Guide	<p>Provision of at least two (2) licensed DOT-accredited English-speaking tour guides with the following qualifications:</p> <ul style="list-style-type: none"> • Must be an expert or familiar with the destination • Must be fluent and conversant in English • Must have an in-depth knowledge of the Philippines, specifically CDO and Bukidnon 	The winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within ten (10) calendar days upon issuance of the NOA.
Tour Coordinator	<p>1. The tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour and 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.</p> <p>2. The Tour Coordinator must have at least five (5) years of relevant experience.</p>	<p>1. The winning bidder to make necessary coordination/request with the concerned government offices for the safety and security requirements of the group.</p> <p>2. <u>Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid Envelope.</u></p>
Travel Insurance	Provision of comprehensive travel insurance with medical coverage to include COVID-19 and monkeypox, worth PhP1,000,000.00/pax.	
Tour Signage and Banner	<p>1. Provision of vehicle banners/signage and identifiers for the delegates.</p> <p>2. Post-Tour Banner size is 1.5 m (L) x 0.75 m (W)</p>	TPB to provide the design.

	<p>3. Provision of luggage tags for each participant, featuring the destination name prominently displayed for easy identification.</p> <p>4. The material to be used should be sustainable.</p>	
<i>Tour Booklet</i>	Provision of twenty-three (23) printed tour booklets showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	<p>1. Design template and content to be provided by TPB.</p> <p>2. Placing of the tour operator/supplier's logo is not allowed.</p>
<i>Tour Documentation</i>	<p>1. Provision of at least one (1) videographer and one (1) photographer to cover the tour.</p> <p>2. Provision of 30 – 60 second edited reels/ IG Stories /portrait videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</p> <p>3. Submission of edited video/s that will feature all the highlights of the tour, 10 calendar days after the tour.</p> <p>4. Submission of a consolidated output of the raw and edited videos and photos stored via a Google Drive link and one (1) external drive to be given to the TPB representative, 5 calendar days after the tour.</p>	<p>1. Final edited video output should be subject to the approval of TPB.</p> <p>2. TPB to provide sample videos as a reference/peg to the winning bidder.</p>
<i>Incidental and Other Miscellaneous Expenses</i>	<p>1. Provision of a budget amounting to Php30,000.00 to cover expenses for food sampling, communication expenses, and other on-site related expenses.</p> <p>2. Provision of two (2) rented pocket Wi-Fi devices with unlimited data for the duration of the trip.</p>	Miscellaneous expenses must be based on actual cost with prior approval by TPB before purchase and must be supported with an Official Receipt / Sales Invoice or equivalent documents, as acceptable by the Philippine law.

IV. GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS

1. The winning Bidder must respond to immediate/unforeseen changes in specifications.

V. PROJECT IMPLEMENTATION SCHEDULE

LOT	DESTINATIONS	DATE OF IMPLEMENTATION
1	Puerto Princesa	10-14 September 2025
2	Boracay Island and Malay, Aklan (Mainland)	
3	Cagayan De Oro, and Bukidnon	

The Tour Operator shall provide the services mentioned from the following indicative schedule based on the attached itinerary.

VI. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated, and legally registered tour operator company under Philippine laws and must have been in operation for the last five (5) years;
2. Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT accreditation is for renewal). **Submit a DOT Accreditation Certificate together with the Technical Bid envelope;**
3. Must have experience and expertise in organizing and coordinating travel arrangements in inbound (domestic) travel, providing logistical requirements, tour operator services, events, and the like with foreign participants, in the last 5 years, and have handled at least two (2) similar and/or related arrangements. **Submit a list of completed projects and highlight the two (2) similar and/or related arrangements together with the Technical Bid envelope;**
4. **Submit a copy of the Curriculum Vitae (CV) of the tour coordinator per leg together with the Technical Bid envelope.**

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **EIGHT MILLION FOUR HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (PHP8,425,000.00)**, inclusive of all applicable taxes and fees, broken down as follows:

LOT	DESTINATION/S	AMOUNT
1	Puerto Princesa	PhP2,700,000.00
2	Boracay Island and Malay, Aklan	PhP3,000,000.00
3	Cagayan De Oro, and Bukidnon	PhP2,725,000.00

VIII. TERMS OF PAYMENT

The supplier must be willing to provide services on a “send-bill” arrangement based on the actual number of pax and costs incurred. The processing of payment shall be initiated upon certification by the end-user of project completion of services and issuance of billing statements accompanied by complete supporting documents by the supplier. Payment must be made following the prevailing accounting and auditing rules and regulations.

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

MARIVIC M. SEVILLA

Acting Head, International Promotions Department
6th Floor Five Ecom Center Harbor Drive MOA Complex, Pasay City

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.

Note: *TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per pax.*

IX. CONTRACT DURATION

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

X. PROJECT OFFICER CONTACT INFORMATION

NAME: Ms. Micaela B. Ochoa
EMAIL: micaela_ochoa@tpb.gov.ph

NAME: Mr. Billy John N. Casabuena
EMAIL: billy_casabuena@tpb.gov.ph

NAME: Ms. Marie Therese C. Lopez
EMAIL: therese_lopez@tpb.gov.ph