

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TRIP FOR DIVE OPERATORS, MEDIA, AND INFLUENCERS

PUERTO GALERA – DUMAGUETE | 2nd Semester 2023

I. BACKGROUND

North American countries have been increasing in participating in water sports. The Philippine Department of Tourism (PDOT) New York and the Tourism Promotions Board (TPB) find this as an opportunity to start revitalizing partnership and enter joint strategic project with dive industry.

The recreational sports scuba diving market remains to be a major niche for outbound travel from North America to the Philippines. The PDOT New York will be conducting a familiarization trip in the Philippines with top dive centers/operators in USA and Canada.

Puerto Galera is one of the Philippines’ most diverse diving destinations with its beautiful reefs with spectacular underwater landscapes that are home to more than 300 species of corals and nearly 60 percent of the world's known reef fish species. On the other hand, Dumaguete known as the frogfish capital of the Philippines, has black volcanic sandy beaches, offers divers a great opportunity to see unique macro marine life on sandy patches, hard coral reefs, and artificial reefs.

II. OBJECTIVES

- Support the North America dive centers to maximize the aggressive push in selling the Philippine dive resorts, services, and products to the diving community in the USA;
- Educate the diving community in the US about the recent developments in the Philippine dive industry;
- Maintain the Philippines as a top-of-mind world-class destination for sports scuba diving for the North America dive market.
- Reassert the message that the Philippines remains a safe destination to the public; and
- Encourage synergies and creation of new dive packages for the consumers.

III. SPECIFICATION/ SCOPE OF WORK/ DELIVERABLES

The TPB shall procure the services of a tour operator for the provision of the following requirements:

| DELIVERABLES | SPECIFICATIONS | REMARKS |
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| DETAILS | A. Total no. of participants: 6 participants <ul style="list-style-type: none"> • Five (5) dive operators • One (1) TPB representative <p><i>Indicative date: 28 November – 06 December 2023</i></p> | Min. guaranteed pax – 5 participants |
| TRANSPORTATION | B. International Ticket for five (5) dive operators, premium economy class, re-bookable, re-routable with a baggage allowance of two (2) pcs of 23 kilos inclusive of taxes, fuel surcharge, and other fees. Preferably direct flight. | |

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| | <ul style="list-style-type: none"> 28 November – 06 December JFK – MNL – JFK <i>Preferred Airlines: Philippine Airlines</i> | |
| | <p>C. Land Transportation for Manila-leg trip with driver (inclusive of gas, parking fees, toll fees, meals, and overtime fees)</p> <ol style="list-style-type: none"> At least one (1) coaster or air-conditioned and well-sanitized 12-seater van (2018 model or newer); Additional one (1) van for luggage (2018 model or newer); Other Inclusions <ul style="list-style-type: none"> Venues and tourism destinations as well as activities indicated in the tour itinerary Point-to-point shuttle service for TPB staff (Residence/Hotel to Airport and vice versa) | <p>Note:</p> <ul style="list-style-type: none"> All drivers must be fully vaccinated with at least one (1) booster shot All drivers must submit a negative antigen test result taken within 24 hours before the trip Clean, well-sanitized, comfortable, and tourist-friendly vehicle Uniformed, presentable and trained drivers Provision of enough umbrellas for the whole group |
| TRAVEL INSURANCE | D. Comprehensive Travel Insurance for six (6) pax inclusive of medical coverage for COVID-19, for all guests, and TPB representatives | <p>Note:</p> <p>With medical coverage worth PhP 1,000,000.00 per pax</p> |
| ACCOMMODATION | <p>E. Deluxe Room Accommodation at DOT-accredited hotel with breakfast</p> <p>A. Six (6) Single Occupancy with the following room nights:</p> <ul style="list-style-type: none"> Manila – 1 night stay <ul style="list-style-type: none"> 28 November <i>Preferred hotel: Belmont Hotel/ Savoy Hotel/ Sheraton Manila (in view of proximity to NAIA)</i> Manila – 1 night stay <ul style="list-style-type: none"> 05 December <i>Preferred hotel: Belmont Hotel/ Savoy Hotel/ Sheraton Manila (in view of proximity to NAIA)</i> | <p>Note:</p> <ul style="list-style-type: none"> Provision for early check-in and late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in. |
| MEALS AND BEVERAGES | <p>F. Meals and beverages for the trip (breakfast, lunch, AM/PM snacks, and dinner)</p> <p>A. Breakfast for Manila-leg <i>(packed to be arranged, if applicable)</i></p> <ul style="list-style-type: none"> <i>Dates: 28 November, 2 December, 5 and 6 December</i> <p>B. Lunch and Dinner for Manila-leg with one (1) round of drinks during lunch and dinner <i>Budget: PhP 1,600.00 per pax</i></p> | <p>Notes:</p> <ul style="list-style-type: none"> TPB representative to finalize the order of meals Bidders should be willing to accommodate dietary restrictions |

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| | <ul style="list-style-type: none"> • <i>Dates: 28 November, 2 December, 5 and 6 December</i> <p>C. AM/PM snacks for Manila-leg trip with bottled water <i>Budget: PhP 360.00 per pax</i></p> | |
| DIVE PACKAGE | <p>G. Dive Package for six (6) persons in Puerto Galera and Dumaguete (<i>please see the attached itinerary</i>) Inclusions:</p> <ul style="list-style-type: none"> • Deluxe Room for Eight (8) Night-Stay • Meals in Puerto Galera and Dumaguete (Breakfast, Lunch and Dinner) • Land and Sea Transportation from Port/Airport to Resort and vice versa • Dive Activities (Boat and gears) • Domestic Airfare from Manila to Dumaguete and vice versa <p><i>Budget: PhP 45,000.00/pax</i></p> | |
| GIVEAWAYS | <p>H. Provision of sustainable giveaways for six (6) pax without showing the tour operator's logo and subject to TPB's approval <i>*Estimated cost: PHP 800.00/giveaway</i></p> | |
| TOUR SIGNAGES AND BANNER | <p>I. Provision of one (1) tour banner (for group photos) and appropriate two (2) coaster/van signages</p> | Note: Design and specs are subject to TPB's approval |
| ITINERARY | <p>J. Interactive/ experiential tours and activities (<i>please see the attached itinerary</i>)</p> <p>Other requirements: Provide an alternative itinerary or activity, in case of rain, risk of typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB;</p> | Note: Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions. |
| TOUR AND FIRST AID KITS | <p>K. Tour kits/travel necessities for six (6) pax including but not limited to surgical masks, facial tissue, disinfectant wipes, hand sanitizer/alcohol, mints/candies, mosquito repellent, reef-safe sunscreen, disposable hooded emergency raincoat, blow bag, etc.</p> | Note: Preferably organic, sustainable, and eco-friendly |
| | <p>L. First aid kit for the whole group on board for tour vehicles throughout the trip with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> | |
| TOUR COORDINATORS | <p>M. Provision of one (1) tour coordinator to accompany the group for the whole duration of the trip.</p> <p>Tour Coordinator must have handled at least 3 groups with international participants preferably from US participants. A CV must be submitted with the list of</p> | Note: <ul style="list-style-type: none"> • The tour coordinator must be fully vaccinated with at least one (1) booster shot |

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| | groups handled/assisted together with the bid proposal. | <ul style="list-style-type: none"> • Tour coordinator must submit a negative antigen test result taken within 24 hours before the trip • The tour coordinator shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour |
| OTHERS | <p>N. Provision for incidental, miscellaneous, and onsite related expenses (e.g., antigen kits, sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.) amounting to PhP 15,000.00</p> <p>O. Must respond to immediate/unforeseen changes in specifications to include tour activities, schedules and dates based on the recommendations of the TPB, DOT Foreign, Regional Offices and IATF orders on local travel restrictions in case of rain, risk of typhoon and other unforeseen or fortuitous events</p> <p>P. Must have expertise in organizing and coordinating travel arrangements, specifically within Region 4A, 7, and NCR</p> | |

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

The tour operator is to provide the mentioned services on **28 November – 06 December 2023** in Manila, Puerto Galera, and Dumaguete. *Please see the attached itinerary.*

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be engaged in the business as a travel and tour operator within five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services such as small-medium-large scale tours, events, and the likes.
Note: *Submit a List of at least five (5) similar projects handled by the company during the bid opening. Details to include group name, number of pax, country of origin of guests, destination, and date/year the group was handled; and*
2. Must have valid DOT accreditation certificate and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget is **ONE MILLION FOUR HUNDRED EIGHTY-TWO THOUSAND PESOS ONLY (PHP 1,482,000.00)** inclusive of service charges and all applicable taxes.

VII. TERMS OF PAYMENT

| Particulars / Milestones | Terms of Payment |
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| First tranche: Upon submission of proof of bookings /reservations of at least accommodation and transportation, and other booked services | 15% of the total contract price |
| Last tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with other supporting documents needed for payment processing | 85% of the total contract price |
| TOTAL CONTRACT PRICE <i>(inclusive of service charge and all applicable taxes)</i> | 100% |

The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the winning supplier should bill TPB based on the actual cost per pax.

Processing of payment for the last tranche shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.

Send the bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the full completion of the requirements. Payment will be based on actual amount cost and will be paid thirty (30) days upon receipt of Statement of Account (SOA) or Billing Statement.

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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.

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. CONTACT INFORMATION

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