

ANNEX A_TECHNICAL SPECIFICATONS

SERVICES OF A TOUR OPERATOR : JOINT FAMILIARIZATION TRIP WITH PHILIPPINE AIRLINES AND SKY BIRD TRAVEL AND TOURS

(as of 06 October 2023)

I. BACKGROUND

In line with the Department of Tourism (DOT) and the Tourism Promotions Board (TPB)'s marketing and promotional efforts to educate travel agents and encourage sales and increase arrivals of visitors to the Philippines, the PDOT Los Angeles will be conducting a joint familiarization tour to Iloilo in cooperation with Philippine Airlines (PAL) Los Angeles and Sky Bird Travel and Tours.

Sky Bird Travel and Tours, a member of the United States Tour Operators Association (USTOA) is one of the leading airline consolidators, established in 1976, assisting professional travel agents, home-based agents, and travel consortia. With offices spanning both in Eastern and Western United States, they are currently expanding their Philippine product offerings across the United States and will be training more agents to sell more travel to the Philippines.

A joint familiarization trip will be ideal at this time especially that PAL is willing to sponsor both the international roundtrip airfare from Los Angeles to the Philippines and the roundtrip domestic Manila to Iloilo at the last quarter of 2023.

II. OBJECTIVES

- To support the call to intensify promotional and marketing efforts of the DOT and TPB in North America.
- To partner with PAL and Sky Bird Travel and Tours in promoting the Philippines' domestic destinations and attractions to top revenue agents.
- To promote other Philippine gateways and destinations.

III. SCOPE OF WORK/DELIVERABLES

The TPB needs the services of a DOT accredited tour operator to undertake the following requirements:

DATE : 24 – 28 NOVEMBER 2023 (indicative) DESTINATIONS : MANILA – ILOILO – MANILA NO. OF PARTICIPANTS : 12 Participants (minimum guaranteed: 10 pax) - 9 agents - 1 Sky Bird representative - 1 PAL representative - 1 TPB project officer		
DELIVERABLES	SPECIFICATIONS	REMARKS
AIRLINE TAXES, FUEL SURCHARGES, AND OTHER TAXES	Taxes for the international and domestic airline tickets for 11 pax (whenever applicable) – Estimated cost : Php338,000.00 • 9 agents (LA/SF/NY-MNL) (MNL-ILO) (ILO-MNL-LA/SF/NY) • 1 Sky Bird representative (LA-MNL) (MNL-ILO) (ILO-MNL-LA) • 1 TPB project officer	Note: • PAL representative to cover own airline taxes, fuel surcharges, and other taxes

	(MNL-ILO-MNL)	
TRANSPORTATION	<p>Land transportation for the whole duration of the trip (inclusive of driver, gas, parking fees, toll fees, and overtime fees):</p> <ul style="list-style-type: none"> • One (1) airconditioned minibus/coaster (2018 model or newer) <i>(can accommodate the luggage of guests during arrival & departure)</i> • Shuttle service for the TPB project officer <i>(point-to-point : residence-airport-hotel-residence)</i> 	<p>Note:</p> <ul style="list-style-type: none"> • Clean, comfortable, and tourist-friendly transportation vehicles • Uniformed, presentable, and trained drivers
TRAVEL INSURANCE	Comprehensive travel insurance for 12 pax – upon arrival / departure in Manila	
ACCOMMODATION	<p>Room accommodation requirements:</p> <ul style="list-style-type: none"> • 12 Deluxe rooms (single occupancy) (with a view if available) with breakfast buffet with 5-star hotel category <p>Manila : November 24 (check-in) November 26 (check-out)</p> <p>Iloilo : November 26 (check-in) November 28 (check-out)</p>	<p>Note:</p> <p>Property must be DOT accredited and TPB member. Bidders to propose at least 3 hotels to be submitted together with the bid proposal</p> <ul style="list-style-type: none"> • 5-star hotel in Manila – an integrated hotel and resort located within the Entertainment City • 5-star hotel in Iloilo – must be centrally located within the Iloilo Business Park and near the convention center, shopping and attractions
MEALS AND BEVERAGES	<p>Meals and beverages for the whole duration of the trip for 12 pax - Budget : Php2,200.00/pax/day</p> <ul style="list-style-type: none"> • Breakfast <i>(packed to be arranged, if applicable)</i> • Lunch and Dinner <i>(@Php800 per meal)</i> • AM & PM Snacks onboard <i>(@Php300 per snacks)</i> <p>Note:</p> <ul style="list-style-type: none"> • TPB to approve menu proposals per destination • Bidder to accommodate dietary restrictions 	<p>Note:</p> <ul style="list-style-type: none"> • Lunch and Dinner throughout the duration of the tour to include one (1) round of drinks • Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
ITINERARY	<p>Implementation of the Interactive/experiential tours and activities based on the itinerary</p> <p>Note: <i>Tour activities and dates are subject to change based on the recommendations of the TPB, DOT foreign and regional offices. Bidder to provide an alternative itinerary or activity in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB.</i></p>	
TOUR KITS	Incentivized tour kit/travel necessities for 12 pax – (to include facial tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent)	
GIVEAWAYS	Provision of giveaways for 12 pax – Budget : Php1,000.00/pax (using green and sustainable items or eco-friendly - subject to the approval of the TPB)	

TOUR BANNER	One (1) banner (for group picture) Size : 72 x 36 inches	Note: Design/specs c/o TPB
TOUR COORDINATOR AND LOCAL TOUR GUIDE	Provision of one (1) tour coordinator and one (1) local tour guide to accompany the group for the duration of the trip. <i>Note: The tour coordinator and tour guide shall coordinate closely with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</i>	Note: • The driver, tour coordinator, and tour guide must be fully vaccinated with at least 1 booster shot (proof to be submitted together with the bid documents) • Tour guide must be DOT Accredited/Licensed (copy of the DOT accreditation/license ID must be submitted together with the bid documents)
OTHERS (INCIDENTALS AND FIRST AID KIT ON BOARD)	Provision for incidentals, miscellaneous, and other on-site related expenses amounting to Php40,000.00 (e.g. permits, entrance fees, environmental fees, food sampling, communication expenses, etc.) First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	

IV. PROJECT IMPLEMENTATION SCHEDULE

The tour operator will provide the services mentioned from **24-28 November 2023 (indicative)** based on the attached itinerary.

V. GENERAL INCLUSIONS/OTHER TERMS AND CONDITIONS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Willing to provide services on a “**send-bill**” arrangement based on the actual number of participants and costs incurred. Payment processing 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. Payment must be made following the prevailing accounting and auditing rules and regulations.

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 passenger.

VII. ELIGIBILITY REQUIREMENTS

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws.
2. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).
3. Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids. With experience and expertise in inbound (domestic) travel, and with professional track record in handling international groups with at least two (2) similar projects, preferably US groups. (*Bidders to submit list of US projects handled*)
4. Must have experience in organizing and coordinating travel arrangements, specifically within Western Visayas. (*Bidders to submit list of travels arranged*)

VIII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **ONE MILLION PESOS ONLY (PhP1,000,000.00)** inclusive of service charges and all applicable taxes.

IX. TERMS OF PAYMENT

Particulars / Milestones	Terms of Payment
First tranche: Confirmed bookings and reservations of all deliverables indicated in the Terms of Reference (accommodation, transportation, guides, activities, etc.)	15% of the total contract price
Second tranche: After successful implementation of the Familiarization Trip and submission of deliverables after the tour with final SOA and other documents needed for payment processing	85% of the total contract price

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

TOURISM PROMOTIONS BOARD PHILIPPINES
ATTENTION : THE AMERICAS DIVISION
International Promotions Department
4F Legaspi Towers 300, Roxas Blvd., Manila 1004

The bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LPB, bank charges to the 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) with the full implementation of all deliverables.

XI. PROJECT OFFICER'S CONTACT INFORMATION

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