

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE TAIWAN'S VIP FAMILIARIZATION TRIP

I. Background

The TPB, in partnership with the PDOT Taiwan Office, will organize a familiarization trip in Davao City and Samal Island for all partners and other tourism stakeholders in Taiwan who have supported the Philippines through the years. The purpose of this familiarization trip is not only to strengthen relations among key partners from the Taiwan tourism industry but also to promote Mindanao, particularly Davao, as a destination for the Taiwan market. A total of 24 travel agents association chairpersons and three (3) members of the media are to be invited to participate in the said invitational tour. In addition, two (2) PDOT Taiwan personnel and three (3) TPB officers will be joining the said familiarization tour.

II. Objectives

- To stay relevant in the market through Travel Agents Association Chairperson and Travel Trade-Media. Philippine tourism should remain top of mind among the Taiwanese thru Travel Agents and Travel Trade –Media who will provide the narratives of their post-pandemic fun experience in the Philippines;
- Contribute to the increased cooperation between TPB/DOT Taiwan and travel associations;
- Strengthen good relations and loyalty between TPB/DOT Taiwan and Taiwan travel-trade officials;
- Generate first-hand experience and new perspectives on Philippine destinations, particularly Davao;
- Provide Philippine tourism with wider and more sustainable media exposure on various social media channels and platforms of travel agencies and travel associations;
- For agents to update their existing Philippine tour packages for promotion and selling, including Davao; and
- Contribute to the increase in Taiwan's outbound travel to the Philippines.

III. Scope of Services

- The project requires the services of a tour operator who will help and assist in the implementation of the said VIP familiarization tour, based on the rough itinerary prepared by TPB;
- The trip will be participated by 24 Travel Agents Association Chairperson + 3 Travel-Trade Media + 2 DOT Taiwan personnel + (3) TPB Officers;
- Secured sponsorship or discounted rates should be deducted from total expenses; and

- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

DELIVERABLES	SPECIFICATIONS
I. International Air Tickets and Tax/surcharge	
1. 24 Travel Agents Association Chairperson + 3 Travel Trade Media + 2 DOT Taiwan staff = 29 pax	Taipei-Cebu-Taipei a. Taipei-Manila – 18 October 2023 b. Manila – Taipei – 23 October 2023 <i>*Partially sponsored by the Philippine Airlines</i>
II. Domestic Air Tickets with 20 kilos baggage plus 10 kilos extra baggage per pax	Manila-Davao-Manila (31 passengers) a. Manila-Davao – 18 October 2023 b. Davao-Manila – 23 October 2023 <i>*Partially sponsored by the Philippine Airlines</i> <i>*Airtickets for 2 pax will be FOC exclusive of the taxes and surcharges</i>
III. Travel Insurance	Travel insurance with coverage worth PhP 1 Million/pax
IV. Visa Fees	24 Travel Agents Association Chairperson + 3 Travel Trade Media + 2 DOT Taiwan staff
V. Transportation	
i. 24 Travel Agents Association Chairperson + 3 Travel Trade Media + 2 DOT Taiwan staffs + 2 TPB Project Officers = 31 pax Duration: 18-23 October 2023	a. One (1) unit Bus b. Air-conditioned c. 45 - 50 seaters plus luggage and comfortable chair for a long travel d. 2019 model or newer e. Inclusive of a driver, fuel, parking, overtime, toll fees, meals, and accommodation of the driver, if deemed necessary f. Provide pick-up and drop-off of passengers <ul style="list-style-type: none"> • Airport to hotel/resort • Hotel/resort to the airport • Boat transfers

	<ul style="list-style-type: none"> • Transport to, from, and around Davao City, Samal Island, and the environs (please refer to the attached itinerary) g. Onboard comprehensive insurance h. Must be DOT-accredited i. Cold towels and bottled water on board the vehicle j. First aid kit during tours and on vehicles with basic medicines (antacid for upset stomach, headache, medicine for hypertension, an antihistamine for allergies, diarrhea, motion sickness, etc.) k. Provision of raincoats and golf umbrellas in case of rain
VI. Tour Activities	
<p>i. Davao City Tour</p> <p>ii. Samal Tour <i>Please refer to the attached Itinerary.</i></p>	<p>Two (2) DOT-accredited Mandarin-Speaking Tour Guides for five (5) days for the Davao Tour and Samal Island Tour</p> <p>Requirements:</p> <ul style="list-style-type: none"> a. At least three (3) years of experience b. Must be fluent and conversant in English and Mandarin c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group d. Should have a strong sense of Philippine history, culture, art, tradition, and current events. <p>Required documents for tour guides:</p> <ul style="list-style-type: none"> a. Curriculum vitae (CV) b. Proof of DOT-accreditation
<p>- Inclusion of all entrance, environmental, service charge and other applicable fees</p>	
VII. Meals	
<p>1. Lunch Manila: 18 and 23 October 2023 Davao: 22 October 2023</p>	<p>a. Buffet lunch for 31 pax</p>
<p>*Meals should come with one (1) round of drinks (choice of water, juice, or soft drinks) and one can or bottle of beer</p>	

*Must be able to accommodate guests with dietary restrictions (i.e. vegetarian, diabetic, food allergies, etc.)

VIII. Miscellaneous Expenses

(Inclusive of communication expenses, snacks on the road, boat rental, coordination meetings, supplies, and other on-site & administrative expenses worth PHP 150,000.00.)

Other requirements

- Provision of travel kits for all the participants and officials (approximately 36 pieces)	Provision of hygiene kit to include at least a small bottle of alcohol, 3D masks throughout the entire trip, wet wipes, tissue, sunscreen, and mosquito repellent lotion.
- Provision of materials needed as reference	a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials to all participants. (Content and design subject to the approval of TPB) b. Provision of signages/banners (Design subject to the approval of TPB)

Other technical requirements:

- Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations, if applicable; and
- Properties must observe health and safety protocols.

IV. Project Implementation Schedule

Location: Davao City and Samal Island

Indicative dates: 18 to 23 October 2023

V. Additional Technical/Eligibility Requirements

- DOT Accreditation Certificate; and
- Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of the opening of bids

VI. Approved Budget for the Contract (ABC)

- Approved Budget for the Contract is **NINE HUNDRED NINETY NINE THOUSAND PESOS (Php 999,000.00)** inclusive of all applicable fees and taxes. The winning bid shall be determined based on the quality of the proposal with the most

advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.

VII. Terms of Payment

- Willing to provide services on a send bill arrangement based on the entire actual cost;
- Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns;
- The bidder is encouraged to have a Landbank account and/or must be willing to shoulder the bank charges; and
- Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement must be based on the actual number of participants). TPB shall inform of the sponsorships two (2) weeks before the date of the event.

Please send the billing statement to:

MS. MICAELA B. OCHOA

Acting Head, ASEAN and the Pacific Division

International Promotions Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

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 Officer / Contact Person

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(as of 02 October 2023)