

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TRIP WITH ASTA MEMBERS

CEBU – BOHOL – EL NIDO – MANILA | 1ST Quarter 2024

I. BACKGROUND

The American Society of Travel Advisors (ASTA) is the leading global advocate for travel advisors, travel industry, and traveling public in the USA. ASTA's history of industry advocacy traces back to its founding in 1931 when it was launched with the mission to enhance the professionalism and profitability of member agents through effective representation in industry and government affairs, education, and training, and by identifying and meeting the needs of the traveling public.

Known as the “Essential Industry Event for Travel Agency Professionals,” the annual ASTA Global Convention is where the best in the travel agency industry convenes for three days of inspiration, education, and entertainment. ASTA Global Convention is home to over 1,500 travel professionals playing a key role in improving their business and the travel industry. Attendees can expect to grow relationships with suppliers from cruise lines, destinations, hotels, and more. The three-day event also offers a multitude of educational offerings from marketing, selling tips, ethics, destination expertise, market trends post-COVID 19 pandemic and more.

Last year, the Philippine Department of Tourism (PDOT) San Francisco participated the ASTA Global Convention in 2022 and 2023 held in San Francisco and Puerto Rico, respectively to explore the opportunities with ASTA, and have participated in the following activities:

- Set-up a booth, distributed destination brochures and giveaways, and answered travel inquiries to the Philippines;
- Scheduled one on one appointments with travel advisors;
- Attended Educational Sessions and Networking Events; and
- Met with ASTA Chapter Presidents

For 2024, the PDOT San Francisco will expand its marketing partnership with ASTA to strengthen the relationship with members and encourage them to include the Philippines in their portfolios. The PDOT San Francisco recommends conduct/participating on the following:

- Conduct a Familiarization Trip on 4th Quarter 2023 for selected ASTA Member;
- Marketing Opportunities via magazine and email broadcasting on 1st Quarter of 2024; and
- Participation at the Global Convention at Dallas, Texas on May 2024

II. OBJECTIVES

- Meet, network and build relationships with travel suppliers and attending member travel agents;
- Build and renew trade and market confidence in the Philippines as a preferred and sophisticated destination in Asia;
- Explore possible areas of cooperation with ASTA as a whole and its members;
- Gain more insights and information about tourism trends.

III. SCOPE OF WORK/DELIVERABLES

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

DELIVERABLES	SPECIFICATIONS	REMARKS
PARTICIPANTS	<p>Total number of participants: 8 participants</p> <ul style="list-style-type: none"> • Seven (7) guests • One (1) TPB representative <p><i>Indicative Date: 3rd week of January 2024</i></p>	Min. guaranteed pax: 5 participants
TRANSPORTATION	<p>A. International Ticket for seven (7) ASTA members, economy class, re-bookable, re-routable, and refundable with a baggage allowance of two (2) pcs of 23 kilos per baggage per passenger inclusive of all applicable taxes, fuel surcharge, and other fees.</p> <p>Destination/Route:</p> <ul style="list-style-type: none"> • USA – Cebu (arrival) • Manila – USA (departure) 	Note: Preferably direct flight
	<p>B. Domestic Airline Tickets</p> <ul style="list-style-type: none"> – economy class, re-bookable, re-routable with a baggage allowance of 20 kilos with provision of 26 kilos excess luggage per passenger – inclusive of all applicable taxes, fuel surcharge, and other fees • Manila to Cebu <ul style="list-style-type: none"> • 14 January 2024 • One (1) Pax • Preferred Flight: PM Flight • Bohol to El Nido <ul style="list-style-type: none"> • 19 January 2024 • Eight (8) Pax • Must be direct flight via Air Swift • El Nido to Manila <ul style="list-style-type: none"> • 21 January 2024 • Eight (8) Pax • Must be direct flight via Air Swift 	
	<p>C. Sea Transportation</p> <ul style="list-style-type: none"> – Business class, re-bookable with baggage allowance of 20 kilos with provision of 26 kilos excess baggage per passenger – inclusive of taxes, fuel surcharge, and other fees • Cebu to Bohol <ul style="list-style-type: none"> • 17 January 2024 • Eight (8) Pax • Preferred Schedule: OJ892 ETD 08:20 ETA 10:20 	
	<p>D. Land transportation (DOT-Accredited and/or PATTO-Accredited) for the whole duration of the trip with driver (inclusive of gas, parking fees, toll fees, meals, and overtime fees)</p>	<ul style="list-style-type: none"> • Clean, well-sanitized, comfortable, and

DELIVERABLES	SPECIFICATIONS	REMARKS
	<ol style="list-style-type: none"> 1. At least one (1) coaster or minibus air-conditioned and well-sanitized (2018 model or newer) for 8 days during the entire tour; 2. Additional one (1) van for luggage (2018 model or newer) for airport/seaport – hotel – airport/seaport transfers; 3. Other Inclusions <ul style="list-style-type: none"> ● Point-to-point shuttle service for TPB Staff (Residence/Hotel within Metro Manila to Airport and vice versa) ● Must be equipped with PA system, and dashcam (front and back) ● All-inclusive cost including driver’s fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator. 	<p>tourist-friendly vehicle</p> <ul style="list-style-type: none"> ● Uniformed, presentable, and trained drivers ● Driver must be knowledgeable of the routes based on the itinerary ● Provision of cold towels and enough umbrellas for the whole group ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour
TRAVEL INSURANCE	E. Comprehensive Travel Insurance for eight (8) pax inclusive of medical coverage for COVID-19, for all guests, and TPB/DOT representative	<p>Note: With medical coverage worth PhP 1,000,000.00 per pax</p>
ACCOMMODATION	<p>F. Deluxe Room Accommodation in a DOT-accredited hotel with breakfast</p> <p>F1. One (1) Single Occupancy:</p> <ul style="list-style-type: none"> ● Cebu (Mactan Island) – 1 night stay <ul style="list-style-type: none"> · 14 January 2024 <p>F2. Eight (8) Single Occupancy with the following room nights:</p> <ul style="list-style-type: none"> ● Cebu (Mactan Island) – 2 nights stay <ul style="list-style-type: none"> · 15 – 17 January 2024 ● Bohol (Panglao Island) – 2 nights stay <ul style="list-style-type: none"> · 17 – 19 January 2024 ● El Nido (Miniloc Island) – 2 nights stay <ul style="list-style-type: none"> · 19 – 21 January 2024 ● Manila (Entertainment City) – 1 night stay <ul style="list-style-type: none"> · 21 – 22 January 2024 	<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. ● Must be a 4 to 5 star category with upscale facilities.
MEALS AND BEVERAGES	<p>G. Meals and beverages for eight (8) pax for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)</p> <ol style="list-style-type: none"> 1. Breakfast <i>(packed to be arranged, if applicable)</i> 2. Lunch and Dinner throughout the trip with one (1) round of drinks <ul style="list-style-type: none"> ● Provision of Lechon in one of the meals in Cebu 	<p>Note:</p> <ul style="list-style-type: none"> ● TPB representative to finalize the order of meals ● Bidders should be willing to accommodate dietary restrictions ● With one round of beverages per meal.

DELIVERABLES	SPECIFICATIONS	REMARKS
	<p><i>Budget: Php 2,500.00 per pax covering lunch and dinner</i></p> <p>3. AM and PM snacks on board and bottled water <i>Budget: Php 500.00 per pax covering AM and PM snacks</i></p>	<ul style="list-style-type: none"> Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
B2B VENUE	<p>H. Venues and F&B (dinner) for business-to-business network min. of four (4) hours <i>(please see the attached itinerary)</i></p> <ul style="list-style-type: none"> Good for 25 pax With Audio/Visual system, inclusive of projector One (1) Venue with Classroom Set up (B2B Venue) One (1) Venue with Banquet Set-up (Dinner) 	<p>Note: Provision for dietary restrictions</p>
GIVEAWAYS	<p>H. Provision of sustainable and Philippine-made giveaways for eight (8) pax without showing the tour operator's logo and subject to TPB's approval <i>*Estimated cost: PHP 1,000.00/giveaway</i></p>	
TOUR SIGNAGES AND BANNER	<p>I. Provision of one (1) tour banner (for group photos) and two (2) coaster/minibus signages</p>	<p>Note:</p> <ul style="list-style-type: none"> Design and specs are subject to TPB's approval Placing of tour operator/supplier's logo is not allowed
ITINERARY	<p>J. Interactive/ experiential tours and activities for the whole group <i>(please see the attached itinerary)</i></p> <p>Other requirements: 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.</p>	<p>Note:</p> <ul style="list-style-type: none"> Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, and Regional Offices. The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
TOUR AND FIRST AID KITS	<p>K. Tour kits/travel necessities for eight (8) pax including but not limited to surgical masks, facial tissue, disinfectant wipes, hand sanitizer/alcohol, mints/candies, mosquito repellent in spray, sunscreen/sunblock, disposable hooded emergency raincoat, blow bag, customized luggage tags, etc.</p>	<p>Note:</p> <ul style="list-style-type: none"> Preferably organic, sustainable, and eco-friendly Design is subject for TPB's approval Placing of tour operator/supplier's logo is not allowed
	<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, antihistamine</p>	

DELIVERABLES	SPECIFICATIONS	REMARKS
	for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	
TOUR COORDINATORS	<p>M. Provision of one (1) tour coordinator and one (1) local tour guide per destination to accompany the group for the whole duration of the trip.</p> <p>The Tour Guide must be DOT-Accredited, with a Certificate of Accreditation and a CV with the list of US participants to be submitted five (5) days before the scheduled trip.</p>	<p>Note:</p> <ul style="list-style-type: none"> The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour
OTHERS	N. Provision for incidental, miscellaneous, and onsite related expenses (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.) amounting to PHP 50,000.00	
	O. Provision of Antigen Kits for eight (8) pax as may be required by the LGU at the time of travel	
	P. Provision of seven (7) pocket Wi-Fi units with unlimited internet data for the participants for the whole duration of the trip.	

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

A tour operator to provide the mentioned services on 14 – 22 January 2024 in Cebu, Bohol, El Nido, and Manila. *Please see the attached itinerary. Subject to confirmation.*

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 for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel.
2. Must have handled at least five (5) similar projects, preferably handling US groups;
3. 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);
4. Tour Coordinator must have handled at least 3 groups with international participants preferably from US. A CV must be submitted with the list of groups handled/assisted together with the technical bid.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **TWO MILLION FOUR HUNDRED THOUSAND PESOS ONLY (PHP 2,400,000.00)** inclusive of service charges and all applicable taxes.

VII. TERMS OF PAYMENT

Particulars / Milestones	Terms of Payment
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
Second tranche/final payment: 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%

Send the bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** based on the milestone stated above. Final payment will be based on actual amount and will be paid thirty (30) days upon receipt of Statement of Account (SOA) or Billing Statement together with its complete supporting documents.

CARMELA JOY A. FEBRIO
Acting Head, The Americas Division
International Promotions Department
4F Legaspi Towers 300, Roxas Blvd., Manila 1004

Any TPB-initiated requested sponsorship (hosted/discounted) must be deducted from the actual billing amount. Thus, the winning supplier should bill TPB based on the actual cost.

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

Name : **MS. JANE MARIELLE R. FRANCISCO**
Market Specialist, The Americas Division (Project Officer)
Contact No. : (02) 8525 9318 to 27 loc. 234
E-mail Address : jane_francisco@tpb.gov.ph