

# **ANNEX A: TECHNICAL SPECIFICATIONS**

## **SERVICES OF A TOUR OPERATOR GERMAN MEDIA AND TRADE FAMILIARIZATION TRIP 2023 Tentative: 3<sup>rd</sup> week of December 2023 or 1<sup>st</sup> Quarter 2024**

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### **I. BACKGROUND**

Germany remains to be the second largest source market from Europe. From January to July 2023 alone, we welcomed an impressive total of 44,657 arrivals from Germany. These figures demonstrate the market's confidence in the Philippines as a travel destination and highlight the increasing interest and demand from German travelers.

The Philippine Department of Tourism – Frankfurt office is recommending the organization of familiarization trips for both travel media and travel trade to reinforce and enhance the Philippines' position as a favored tourism destination in the German region for the travel trade, media, and consumers. Moreover, these trips will provide our target markets with firsthand experiences that showcase the many reasons to Love The Philippines.

Media familiarization trips offer journalists the chance to experience the Philippines firsthand, capturing authentic stories and visuals to share with their audiences. Trade familiarization trips cater to travel industry professionals, empowering them with in-depth knowledge to effectively promote and sell the destination to their clients.

The proposed participant profile are as follows:

- Trade – Product Managers: 4-5 pax
- Media – Journalists: 4-5 pax

### **II. OBJECTIVES**

The objectives of these familiarization trips are:

- To create and sell Philippine travel packages generated by German tour operators to gain actual bookings and sales leads for 2024-2025;
- To facilitate collaboration and partnership opportunities with tour operators, which could lead to increased promotion and sales of Philippine travel packages in the German market;
- To gather valuable insights on consumer behavior and preferences which could be used to tailor marketing strategies, develop targeted promotional campaigns, and align tourism offerings with the interests and preferences of the German market; and

- To increase the visibility of the Philippines in different trade and media platforms, which will boost consumer awareness and generate interest with the German market and generate travel packages associated with the 'Love the Philippines' campaign.

### III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES

MODULES	INDICATIVE DATE OF IMPLEMENTATION	NO. OF PAX	ABC
<b>LOT 1: CEBU-BOHOL-BANAUE-MANILA</b> German Media Familiarization Trip	3 <sup>rd</sup> week of December 2023 or 1 <sup>st</sup> Quarter 2024	<b>6 pax</b> (5 participants + 1 TPB Project officer)	Php 1,500,000.00
<b>LOT 2: CEBU-BOHOL-BANAUE-MANILA</b> German Trade Familiarization Trip	3 <sup>rd</sup> week of December 2023 or 1 <sup>st</sup> Quarter 2024	<b>6 pax</b> (5 participants + 1 TPB Project officer)	Php 1,500,000.00

- The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB.
- Secured sponsorship or discounted rates should be deducted from the total expenses.
- Itinerary and dates are subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

<b>LOT 1: CEBU-BOHOL-BANAUE-MANILA</b> German Media Familiarization Trip 3rd week of December 2023 or 1st Quarter 2024		<b>ABC</b> <b>PHP 1,500,000.00</b>
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b>PARTICIPANTS</b>	Total number of participants: six (6) pax <ul style="list-style-type: none"> <li>• 5 German Media participants</li> <li>• 1 TPB Project Officer</li> </ul>	Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.
<b>TRANSPORTATION</b>	<b>A. Roundtrip Air Tickets</b> <ol style="list-style-type: none"> <li>1. Roundtrip International and Domestic Air Tickets for five (5) pax</li> </ol> <p>Routes:</p> <ol style="list-style-type: none"> <li>a. Frankfurt – Cebu</li> <li>b. Bohol – Manila</li> </ol>	<ul style="list-style-type: none"> <li>• Preferably a Legacy Airline for the International Flight</li> <li>• Regular economy</li> <li>• Re-bookable</li> <li>• Re-routable</li> <li>• Refundable</li> </ul>

	<p>c. Manila – Frankfurt</p> <p>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax) Routes: a. Manila – Cebu b. Bohol – Manila</p>	<ul style="list-style-type: none"> <li>● With 20 kilos baggage allowance per sector</li> <li>● Inclusive of all applicable taxes</li> </ul>
	<p><b>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</b></p> <p>1. One (1) unit of a coaster for 9 days (inclusive of driver and gas)</p> <p>2. One (1) additional van for luggage (inclusive of driver and gas)</p> <ul style="list-style-type: none"> <li>● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i></li> <li>● <i>Vehicle year model must be at least 2018 or newer.</i></li> <li>● <i>Must be equipped with:</i> <ul style="list-style-type: none"> <li>- <i>Climate control or air-conditioning, PA system, and dashcam (front and back)</i></li> <li>- <i>With safety belts for all seats</i></li> <li>- <i>GPS or Waze and charge units for phones</i></li> </ul> </li> <li>● <i>Must be a DOT-accredited and/or PATTO-accredited vehicle</i></li> <li>● <i>Necessary expenses to cover all expenses 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.</i></li> </ul> <p>3. Other inclusions</p> <ul style="list-style-type: none"> <li>● Point-to-point shuttle service for TPB Staff (Residence/Hotel within Metro Manila to Airport and vice versa)</li> <li>● Must be equipped with PA system, and dashcam (front and back)</li> </ul>	<ul style="list-style-type: none"> <li>● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.</li> </ul>
	<p><b>C. Provision of Ferry Tickets for six (6) pax</b></p>	<ul style="list-style-type: none"> <li>● Can accommodate Business Class seats.</li> </ul>

	Route: Cebu-Tagbilaran	
<b>TRAVEL INSURANCE</b>	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for six (6) pax	
<b>ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>● Must be a DOT-accredited establishment in Cebu, Bohol, Banaue, and Manila.</li> <li>● Deluxe / 4 to 5-star category with upscale facilities.</li> <li>● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</li> <li>● Provision of six (6) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for nine (9) nights.</li> <li>● Provision for early check-in and/or late checkout based on the itinerary.</li> <li>● Preferably with welcome amenities in the room upon check-in.</li> </ul>	<p>Preferred accommodations:</p> <p>Cebu (2 nights): Mactan Resorts</p> <p>Bohol (2 nights): Panglao Resorts</p> <p>Manila (3 nights): Nearby Airport Hotels or Bay Area Hotels</p> <p>Banaue (2 nights): Hotels near the Banaue Rice Terraces</p>
<b>MEALS AND BEVERAGES</b>	<p><b>Provision of Full board meals throughout the trip</b></p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for six (6) pax for the whole duration of the trip.)</p> <ul style="list-style-type: none"> <li>● Lunch @ PHP 1,000/pax/day x 6 pax x 8 days</li> <li>● Dinner @ PHP 1,500/pax/day x 6 pax x 8 days</li> <li>● Snacks @ P500/pax/day x 6 pax x 8 days</li> </ul>	<ul style="list-style-type: none"> <li>● With one round of beverages per meal.</li> <li>● Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal.</li> <li>● If a plated meal, there should be at least 3 viands.</li> <li>● Ensure provision of dietary requirements.</li> <li>● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>

<p><b>TOURS AND ACTIVITIES</b></p>	<p>Provision of Incentivized, interactive and experiential tours, and activities for six (6) pax</p> <p><i>**Please refer to the itinerary of the group**</i></p>	<ul style="list-style-type: none"> <li>● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT-Frankfurt offices, and Regional Offices.</li> <li>● 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.</li> <li>● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.</li> </ul>
<p><b>TOUR KITS</b></p>	<p>Provision of incentivized sustainable tour kits for six (6) pax to include the following:</p> <p>Tour Kits placed in reusable drawstring bags, cache bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> <li>● 500 ml reusable and sustainable water tumbler</li> <li>● One (1) pack of facial tissue</li> <li>● One (1) pack of wet wipes (biodegradable bamboo fiber material)</li> <li>● 50 ml. of 70% ethyl alcohol in a spray bottle</li> <li>● Mints</li> <li>● Mosquito repellent in spray</li> <li>● Sunblock</li> <li>● One (1) sun visor/hat</li> <li>● Cold towels</li> <li>● Customized luggage tags (design is subject to TPB's approval)</li> </ul>	<ul style="list-style-type: none"> <li>● Provide labels and descriptions (for what illness) for the medicine set</li> </ul>
<p><b>TOUR BOOKLET, SIGNAGES AND BANNER</b></p>	<ul style="list-style-type: none"> <li>● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism</li> </ul>	<ul style="list-style-type: none"> <li>● Placing of tour operator/supplier's logo is not allowed.</li> </ul>

	<p>Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB)</p> <ul style="list-style-type: none"> <li>● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.</li> <li>● Provision of a tour banner for a group picture</li> </ul>	<ul style="list-style-type: none"> <li>● Banner to be designed by TPB and printed out by the tour operator.</li> </ul>
<p><b>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</b></p>	<p>One (1) Licensed DOT-Accredited English-speaking tour guide</p> <p>The DOT-Accredited English-speaking tour guide:</p> <ul style="list-style-type: none"> <li>● Must have handled at least (1) foreign tour group.</li> <li>● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.</li> <li>● Must not be convicted or found guilty of a crime or administrative offense.</li> </ul>	
<p><b>TOUR COORDINATOR AND PHOTOGRAPHER / VIDEOGRAPHER</b></p>	<ul style="list-style-type: none"> <li>● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.</li> <li>● Provision of one (1) photographer/videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)</li> <li>● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative.</li> </ul>	<ul style="list-style-type: none"> <li>● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal.</li> <li>● 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.</li> </ul>

<b>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</b>	Provision of curated sustainable destination-based tokens for six (6) pax	<ul style="list-style-type: none"> <li>● Placing of tour operator/supplier's logo is not allowed.</li> <li>● Proposed tokens and designs are subject to TPB's approval.</li> </ul>
<b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b>	<ul style="list-style-type: none"> <li>● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</li> <li>● Provision for emergency expenses worth PHP 40,000.00.</li> <li>● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.</li> <li>● Provision of six (6) umbrellas for the participants in case of heavy rains.</li> <li>● Provision of five (5) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip.</li> </ul>	

<b>LOT 2: CEBU-BOHOL-BANAUE-MANILA</b> German Trade Familiarization Trip 3rd week of December 2023 or 1st Quarter 2024		<b>ABC</b> <b>PHP 1,500,000.00</b>
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b>PARTICIPANTS</b>	Total number of participants: six (6) pax <ul style="list-style-type: none"> <li>● 5 German Media participants</li> <li>● 1 TPB Project Officer</li> </ul>	Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.
<b>TRANSPORTATION</b>	<b>A. Roundtrip Air Tickets</b> 1. Roundtrip International and Domestic Air Tickets for five (5) pax	<ul style="list-style-type: none"> <li>● Preferably a Legacy Airline for the International Flight</li> <li>● Regular economy</li> </ul>

	<p>Routes:</p> <ol style="list-style-type: none"> <li>a. Frankfurt – Cebu</li> <li>b. Bohol – Manila</li> <li>c. Manila – Frankfurt</li> </ol> <p>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax)</p> <p>Routes:</p> <ol style="list-style-type: none"> <li>a. Manila – Cebu</li> <li>b. Bohol – Manila</li> </ol>	<ul style="list-style-type: none"> <li>● Re-bookable</li> <li>● Re-routable</li> <li>● Refundable</li> <li>● With 20 kilos baggage allowance per sector</li> <li>● Inclusive of all applicable taxes</li> </ul>
	<p><b>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</b></p> <ol style="list-style-type: none"> <li>1. One (1) unit of a coaster for 9 days (inclusive of driver and gas)</li> <li>2. One (1) additional van for luggage (inclusive of driver and gas) <ul style="list-style-type: none"> <li>● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i></li> <li>● <i>Vehicle year model must be at least 2018 or newer.</i></li> <li>● <i>Must be equipped with:</i> <ul style="list-style-type: none"> <li>- <i>Climate control or air-conditioning, PA system, and dashcam (front and back)</i></li> <li>- <i>With safety belts for all seats</i></li> <li>- <i>GPS or Waze and charge units for phones</i></li> </ul> </li> <li>● <i>Must be a DOT-accredited and/or PATTO-accredited vehicle</i></li> <li>● <i>Necessary expenses to cover all expenses 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.</i></li> </ul> </li> <li>3. Other inclusions <ul style="list-style-type: none"> <li>● Point-to-point shuttle service for TPB Staff (Residence/Hotel within Metro Manila to Airport and vice versa)</li> <li>● Must be equipped with PA system, and dashcam (front and back)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.</li> </ul>

	<p><b>C. Provision of Ferry Tickets for six (6) pax</b></p> <p>Route: Cebu-Tagbilaran</p>	<ul style="list-style-type: none"> <li>● Can accommodate Business Class seats.</li> </ul>
<b>TRAVEL INSURANCE</b>	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for six (6) pax	
<b>ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>● Must be a DOT-accredited establishment in Cebu, Bohol, Banaue, and Manila.</li> <li>● Deluxe / 4 to 5-star category with upscale facilities.</li> <li>● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</li> <li>● Provision of six (6) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for nine (9) nights.</li> <li>● Provision for early check-in and/or late checkout based on the itinerary.</li> <li>● Preferably with welcome amenities in the room upon check-in.</li> </ul>	<p>Preferred accommodations:</p> <p>Cebu (2 nights): Mactan Resorts</p> <p>Bohol (2 nights): Panglao Resorts</p> <p>Manila (3 nights): Nearby Airport Hotels or Bay Area Hotels</p> <p>Banaue (2 nights): Hotels near the Banaue Rice Terraces</p>
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<b>TOURS AND ACTIVITIES</b>	<p>Provision of Incentivized, interactive and experiential tours, and activities for six (6) pax</p> <p><i>**Please refer to the itinerary of the group**</i></p>	<ul style="list-style-type: none"> <li>● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT-Frankfurt offices, and Regional Offices.</li> <li>● 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.</li> <li>● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.</li> </ul>
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<b>TOUR BOOKLET, SIGNAGES AND BANNER</b>	<ul style="list-style-type: none"> <li>● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all</li> </ul>	<ul style="list-style-type: none"> <li>● Placing of tour operator/supplier's logo is not allowed.</li> </ul>

	<p>participants. (Content and design subject to the approval of TPB)</p> <ul style="list-style-type: none"> <li>● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.</li> <li>● Provision of a tour banner for a group picture</li> </ul>	<ul style="list-style-type: none"> <li>● Banner to be designed by TPB and printed out by the tour operator.</li> </ul>
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<p><b>TOUR COORDINATOR AND PHOTOGRAPHER / VIDEOGRAPHER</b></p>	<ul style="list-style-type: none"> <li>● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.</li> <li>● Provision of one (1) photographer/videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)</li> <li>● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative.</li> </ul>	<ul style="list-style-type: none"> <li>● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal.</li> <li>● 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.</li> </ul>

<b>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</b>	Provision of curated sustainable destination-based tokens for six (6) pax	<ul style="list-style-type: none"> <li>● Placing of tour operator/supplier's logo is not allowed.</li> <li>● Proposed tokens and designs are subject to TPB's approval.</li> </ul>
<b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b>	<ul style="list-style-type: none"> <li>● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</li> <li>● Provision for emergency expenses worth PHP 40,000.00.</li> <li>● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.</li> <li>● Provision of six (6) umbrellas for the participants in case of heavy rains inside the coaster</li> <li>● Provision of five (5) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip.</li> </ul>	

#### IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS

A tour operator to provide the mentioned services on the 3<sup>rd</sup> week of December 2023 or in 1<sup>st</sup> quarter of 2024 in Cebu, Bohol, Banaue, and Manila. *Please see the attached itinerary. Subject to confirmation.*

<b>MODULES</b>	<b>NO. OF PAX</b>	<b>IMPLEMENTATION DATES (Indicative dates)</b>
<b>LOT 1: CEBU-BOHOL-BANAUE-MANILA</b> German Media Familiarization Trip	<b>6 pax</b> (5 participants + 1 TPB Project officer)	3rd week of December 2023 or 1st Quarter 2024
<b>LOT 2: CEBU-BOHOL-BANAUE-MANILA</b> German Trade Familiarization Trip	<b>6 pax</b> (5 participants + 1 TPB Project officer)	3rd week of December 2023 or 1st Quarter 2024

## V. OTHER ADDITIONAL TECHNICAL/ELIGIBILITY 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 German 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 winning bid shall be determined based on the submitted bid proposal and does not exceed the aforementioned approved budget.

<b>MODULES</b>	<b>ABC</b>
<b>LOT 1: CEBU-BOHOL-BANAUE-MANILA</b> German Media Familiarization Trip	PHP 1,500,000.00 Inclusive of all applicable taxes
<b>LOT 2: CEBU-BOHOL-BANAUE-MANILA</b> German Trade Familiarization Trip	PHP 1,500,000.00 Inclusive of all applicable taxes
<b>GRAND TOTAL</b>	<b>PHP 3,000,000.00</b>

## VII. TERMS OF PAYMENT

<b>PARTICULARS/MILESTONE</b>	<b>TERMS OF PAYMENT</b>
<b>First tranche:</b> Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price
<b>Second tranche:</b> Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price
<b>TOTAL CONTRACT PRICE</b>	<b>100%</b> (inclusive of service charge and all applicable taxes)

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.

**MICHAEL M. MALONDA**  
Acting Head  
Europe, Africa, the Middle East, and India (EAMI) Division  
International Promotions Department  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Boulevard 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 per pax.

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 effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

**IX. PROJECT OFFICER'S CONTACT INFORMATION**

<b>LOT</b>	<b>ASSIGNED PROJECT OFFICERS</b>
<b>LOT 1: CEBU-BOHOL-BANAUE-MANILA</b> German Media Familiarization Trip	<b>MR. MICHAEL M. MALONDA</b> (02) 8247 0259 / (02) 8525 9318 to 27 local 287 <a href="mailto:michael_malonda@tpb.gov.ph">michael_malonda@tpb.gov.ph</a>
<b>LOT 2: CEBU-BOHOL-BANAUE-MANILA</b> German Trade Familiarization Trip	<b>MS. FAYE AGATHA V. MENDOZA-HOW</b> (02) 8247 0259 / (02) 8525 9318 to 27 local 287 <a href="mailto:faye_mendoza-how@tpb.gov.ph">faye_mendoza-how@tpb.gov.ph</a>