

ANNEX A: TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC TOURISM INVITATIONAL PROGRAM 2023

I. BACKGROUND

The government remains committed to its careful slow but sure approach in reopening the tourism industry amidst current public health concerns. To realize this, strict compliance with the protocols from tourism industry partners is expected, and one of the various measures is to jumpstart tourism in order to regain the visitors' confidence.

As an approach to recovery, the Tourism Promotions Board (TPB), shall conduct this year a series of familiarization trips under the TPB's Philippine Tourism Influencers Program (PTIP) to be participated by media, bloggers, influencers, travel tour operators, and travel agents. The main objective is for the participants to market and promote the tourism destinations that have already adapted the health and safety protocols under the new normal.

The promotion and marketing efforts will be focused on showcasing new destinations and product circuits that are resilient, inclusive, sustainable, and engaging to include weaving (Habi), wellness (Phil. Hilot), culinary and Halal.

II. OBJECTIVE

1. To rebuild the confidence of the public to travel Domestically
2. To showcase new destinations and tourism product circuits that are resilient, inclusive, sustainable, and engaging.
3. To market and promote the newly developed tourism circuits that are multi-dimensional and diversified and ready to accept visitors, both domestic and international.

III. SCOPE OF SERVICES

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for public bidding based on four (4) lots identified below:

	ROMBLON	ABC Php 2,709,200.00
<p>Lot 2</p> <p>ROMBLON</p> <p>18-22</p> <p>November</p> <p>2023</p> <p>(Indicative</p> <p>Dates)</p>	<p><u>Number of participants:</u> 30 pax (inclusive of TPB and DOT Regional Office representatives)</p> <p>20 pax (Tourism Influencers/Media/Experts/Models)</p> <p><u>Minimum pax guarantee:</u> 20 pax per module</p> <p>Transportation: Seven (7) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees, should have adequate number of umbrellas for the guests)</p> <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper <p>Additional one (1) van for luggage (inclusive of driver and gas)</p> <p>Provision of 5 private speed boat for the whole duration that can accommodate 50 pax.</p>	

Provision of Ferry boat fare for 50 participants (Round Trip)

Comprehensive Travel Insurance for 50 pax with medical coverage for covid-19

Room Accommodation at 30 rooms with deluxe category (if applicable/available) or its equivalent for **five (5) nights** based on single occupancy with breakfast.

Incentivized Lunch and Dinner with cultural and musical entertainment during the **three (3) dinners** (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack.

Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, canned juice or soft drinks)

Incentivized, interactive and experiential tours and activities that focused on Romblon Island and Sibuyan Island

Provision of itinerary booklet, Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)

Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints,

mosquito repellent, disposable hooded emergency raincoat, face towel, tour shirt with branding of destination (design subject to approval of TPB)

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)

Stand-by paramedics for every areas

Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest without showing tour operator's logo and subject to TPB's approval amounting to PhP2, 500 per pax.

Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a external drive after the tour module (subject for approval of TPB) including edited and raw file.

Output required:
1 90-second AVP
1 3 minutes AVP

	<p>1 5 minutes AVP</p> <p>Provision of snacks on board, cold towels and drinking water inside the tumbler</p> <p>Services of a DOT-accredited local or Regional English-speaking Tour Guides (1 Tour Guide for every 10 guests)</p> <p>Provision for on-site related expenses, miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP200,000.00</p>	
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	<u>SOX</u>	ABC PhP2,481,800.00
Lot 4 SOX November 06-12, 2023 (Indicative Dates)	<p><u>Number of participants:</u> 25 pax Tour Operators (5 TPB and DOT Regional Office representatives)</p> <p>15 pax (Tourism Influencers/Media/Experts/Models)</p> <p><u>Minimum pax guarantee:</u> 20 pax per module</p> <p>Transportation: Five (5) vans (2018 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees, should have adequate number of umbrellas for the guests)</p> <ul style="list-style-type: none"> • Transfer-in and out • Pick-up and drop-off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • Tour proper <p>Additional van for luggage (inclusive of driver and gas)</p> <p>Provision of Ferry boat for 40 participants (Round Trip) (25 Tour Operators/10 Media/5 TPB/DOT)</p>	

Comprehensive Travel Insurance for 50 pax with medical coverage for covid-19

Room Accommodation at 30 rooms with deluxe category (if applicable/available) or its equivalent for **six (6) nights** based on single occupancy with breakfast.

Incentivized Lunch and Dinner with cultural and musical entertainment during the **three (3) dinners** (Welcome Dinner, Day 2 Dinner, Farewell Dinner) including am and pm snack.

Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, canned juice or soft drinks)

Incentivized, interactive and experiential tours and activities that focused on Romblon Island and Sibuyan Island

Provision of itinerary booklet, Directory of Participants and TPB Officials. (Content and design subject to approval of TPB)

Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, aqua flash tumbler, face towel, tour shirt with branding of destination

(design subject to approval of TPB)

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)

Stand-by paramedics for every areas

Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest without showing tour operator's logo and subject to TPB's approval amounting to Php2, 500 per pax.

Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module (subject for approval of TPB)

Provision of snacks on board, cold towels and drinking water inside the tumbler

Services of a DOT-accredited local or Regional English-speaking Tour Guides (1 Tour Guide for every 10 guests)

	Provision for on-site related expenses, miscellaneous expenses as the need arises subject to TPB's approval amounting to Php200,000.00	
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IV. Project Implementation Schedule

LOT	DESTINATIONS	Indicative dates
2	ROMBLON	Q1 2024
4	SOX	Q1 2024

V. GENERAL INCLUSIONS

1. Assistance in preparing/securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a "send-bill" arrangement. Processing of payment 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 in accordance with prevailing accounting and auditing rules and regulations.
4. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.
5. ***Tour activities and/or schedules/dates may still be changed*** according to the recommendations of the DOT Regional Office involved and local IATF orders.

VI. QUALIFICATIONS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids;
3. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes;
4. Must have expertise in organizing and coordinating travel arrangements, depending on the lot being bid for;

VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services

LOT NO.	DESTINATION/S	AMOUNT
2 & 4		
1 st Tranche	Acceptance of Final Itinerary	15% of the total contract price
2 nd Tranche	Completion of booking of domestic air-tickets and confirm booking accommodation during the trip	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price

Note: The bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

Shall commence from the issuance of the Notice To Proceed (NTP) until full/complete delivery of requirements.

IX. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the two (2) Lots is **Five Million One Hundred Ninety-One Thousand Pesos Only (PhP5,191,000.00)** inclusive of all applicable tax and fees.

Lot 2: ROMBLON tax and fees	PhP2,709,200.00 inclusive of applicable
Lot 4: SOX and fees	PhP2,481,800 inclusive of applicable tax

X. CONTACT INFORMATION

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