

**Bids and Awards Committee**

**SUPPLEMENTAL/BID BULLETIN NO. 2024-001**


This Supplemental / Bid Bulletin is issued to amend and / or modify the details provided in the Philippine Bidding Document relative to the **Invitation to Bid (ITB) No. 2023-008 EPA** for the **Services of a Tour Operator for the Implementation of ASPAC Travel Trade and Media Familiarization Trips** are as follows:

	FROM	TO
To modify or amend the provided details under Section VII – Technical Specification	<p>Lot 1, item 17 Lot 2, item 16 Lot 3, item 16 Lot 4, item 17 Lot 5, item 17</p> <p>Additional qualification of Bidders - Must be a DOT-accredited tour operator company. Please include copy of DOT-accredited certification in the Technical Bid;</p> <p>- 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, must have handled at least 3 similar projects/groups, preferably from the same country the supplier is bidding for. <b>Please submit a list of completed projects for the last three (3) years.</b></p>	<p>Lot 1, item 17 Lot 2, item 16 Lot 3, item 16 Lot 4, item 17 Lot 5, item 17</p> <p>Additional qualification of Bidders - Must be a DOT-accredited tour operator company. Please include copy of DOT-accredited certification in the Technical Bid;</p> <p>- 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, <b>must have handled at least 3 similar projects/groups, preferably from the same country the supplier is bidding for.</b></p> <p><b>Note:</b> 1) <b>No need to submit list of completed government and private projects for the last three (3) years.</b> 2) <b>For the submission of at least three (3) similar project/groups, preferably from the same country – used the sample form below.</b></p>
	<p>Lot 2 DAVAO, BUKIDNON Hong Kong Media/Kol Familiarization Tour</p> <p>Item 1: Date of Implementation: 22-26 April 2024</p> <p>Item 3: International Air Tickets and Tax/Surcharges Nine (9) KOL/Media + 1 PDOT Officer</p>	<p>Lot 2 (indicative) SERVICES OF A TOUR OPERATOR FOR THE HONG KONG SAR MEDIA FAMILIARIZATION TRIP IN BOHOL</p> <p>Item 1: Date of Implementation: 23-28 April 2024</p> <p>Item 3: International Air Tickets and Tax/Surcharges Nine (9) KOL/Media + 1 PDOT Officer</p> <ul style="list-style-type: none"> <li>• April 23, 2024 <ul style="list-style-type: none"> <li><input type="checkbox"/> Beijing-Manila</li> <li><input type="checkbox"/> Shanghai -Manila</li> </ul> </li> </ul>

<p>Hong Kong - Manila - Hong Kong  Hong Kong – Manila: (22 April 2024)  Manila – Hong Kong: (26 April 2024)</p> <ul style="list-style-type: none"> <li>• Preference for Legacy Airlines</li> <li>• Regular economy</li> <li>• Rebookable, reroutable, and refundable (subject to the airlines' rules, terms, and conditions)</li> <li>• Provision of 20 kg. of baggage allowance per pax</li> <li>• Inclusive of all applicable taxes and surcharges</li> </ul> <p>Note:  Should TPB be able to secure sponsorship for the air tickets the supplier will deduct this from the final bill.</p> <p>Item 4:  Domestic Air Tickets  Nine (9) KOL/Media + 1 PDOT Shanghai Officer + 1 TPB Officer  Duration: 22-26 April 2024</p> <p>Route:  Manila-Davao  Cagayan de Oro-Manila</p> <ul style="list-style-type: none"> <li>• Regular economy</li> <li>• subject to the airlines' rules, terms, and conditions)</li> <li>• Provision of 20 kg. of baggage allowance per pax</li> <li>• Inclusive of all applicable taxes and surcharges</li> </ul> <p>Note:Should TPB be able to secure sponsorship for the air tickets the supplier will deduct this from the final bill.</p> <p>Item 6:  Transportation (Land)</p> <p>Location: Davao and Cagayan de Oro  Duration: 22-26 April 2024</p> <ol style="list-style-type: none"> <li>1. One (1) Coaster and one (1) Luggage van</li> <li>2. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>3. Daily disinfection of vehicle and ensure cleanliness at all times.</li> <li>4. Vehicle year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</li> <li>5. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats;</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hong Kong - Manila</li> <li>• April 28, 2024</li> <li><input type="checkbox"/> Manila-Beijing</li> <li><input type="checkbox"/> Manila-Shanghai</li> <li><input type="checkbox"/> Manila-Hong Kong</li> </ul> <ul style="list-style-type: none"> <li>• Preference for Legacy Airlines</li> <li>• Regular economy</li> <li>• Rebookable, reroutable, and refundable (subject to the airlines' rules, terms, and conditions)</li> <li>• Provision of 20 kg. of baggage allowance per pax</li> <li>• Inclusive of all applicable taxes and surcharges</li> </ul> <p>Note:  Should TPB be able to secure sponsorship for the air tickets the supplier will deduct this from the final bill</p> <p>Item 4:  Route:  - April 24, 2024, Manila-Bohol, PR2773 (09:10-10:35)  - April 28, 2024, Bohol-Manila, PR2778 (16:10-17:35)</p> <ul style="list-style-type: none"> <li>• Regular economy</li> <li>• subject to the airlines' rules, terms, and conditions)</li> <li>• Provision of 20 kg. of baggage allowance per pax</li> <li>• Inclusive of all applicable taxes and surcharges</li> </ul> <p>Note:  Should TPB be able to secure sponsorship for the air tickets the supplier will deduct this from the final bill.</p> <p>Item 6:  Transportation (Land)</p> <p>Location: Manila and Bohol  Duration: 23-28 April 2024</p> <ol style="list-style-type: none"> <li>1. One (1) Coaster and one (1) Luggage van</li> <li>2. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>3. Daily disinfection of vehicle and ensure cleanliness at all times.</li> <li>4. Vehicle year model must be at least 2019 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour.</li> <li>5. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety</li> </ol>
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	<p>GPS or Waze application and charging ports/units for mobile phones; with on-board first aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</p> <p>6. Ensure the availability of umbrellas for the guests in case of rain.</p> <p>7. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>8. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</p> <p>9. All vehicles must be DOT accredited</p> <p>10. Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p> <p>Item 7:</p> <p>Accommodation  Total no. of pax: 11  Duration:  Check-in Date: 22 April 2024  Check-out Date: 26 April 2024      a.      11      Single  Deluxe rooms  b. Complimentary breakfast  c. 4 or 5 Star rated hotel/resort  d. DOT accredited hotel/resort  e. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</p>	<p>belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</p> <p>6. Ensure the availability of umbrellas for the guests in case of rain.</p> <p>7. Maximum of 15 hours per day inclusive of overtime and drivers' fee.</p> <p>8. Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</p> <p>9. All vehicles must be DOT accredited</p> <p>10. Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</p> <p>Item 7:</p> <p>Accommodation  Total no. of pax: 11  Duration:  Check-in Date: 23 April 2024  Check-out Date: 28 April 2024  a. 11 Single Deluxe rooms  b. Complimentary breakfast  c. 4 or 5 Star rated hotel/resort  d. DOT accredited hotel/resort  e. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</p>

For guidance and information of all concerned.


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**MR. ARNOL T. GONZALES**  
Chairpersons  
Bids and Awards Committee  
January 4, 2024

Received/Conforme: \_\_\_\_\_  
Name of Supplier Representative / Date

# STATEMENT OF THE BIDDER OF SIMILAR GOVERNMENT & PRIVATE CONTRACTS

*Name of the Procuring Entity:*

*Project:*

*Location of the Project:*

*Business Name:*

*Business Address:*

Name of Contract/Project	# of Pax	Country of Origin of Participants	Destination	Date/Year	Notes
<b>GOVERNMENT</b>					
<b>PRIVATE</b>					

Submitted by :  
 Designation :  
 Date :

## ITINERARY FORM

Project Name: Hong Kong, SAR Media Familiarization Trip in Bohol

Date: 23-28 April 2024

Venue: Bohol

Date / Time	Activity	Remarks
<b>DAY 01</b>		
<b>Hong Kong SAR/Manila</b>		
<b>23 April 2023   Tuesday</b>		
	Depart Hong Kong/Shanghai/Beijing for Manila	
	Arrive in Manila	
	Dinner	
	Check in Hotel	
	Overnight	
<b>DAY 02</b>		
<b>Manila/Bohol</b>		
<b>24 April 2023   Wednesday</b>		
	Breakfast at the Hotel	
	Check out hotel	
	Proceed to airport	
09:10-10:35	Depart Manila for Bohol via PR2773	
	Tarsier Sanctuary	
	Manmade Forest	
	Chocolate Hills	
	Dinner	
	Overnight	
<b>DAY 03</b>		
<b>Bohol</b>		
<b>25 April 2023   Thursday</b>		
	Breakfast at the Hotel	
	Diving/ Shooting at Balicasag Island	
	Lunch at the Island	
	Continuation of Diving and Shooting	
	Dinner	
	Overnight	
<b>DAY 04</b>		
<b>Bohol</b>		
<b>26 April 2023   Friday</b>		
	Breakfast at the Hotel	
	Diving/ Shooting at Napiling Reef	
	Lunch	
	Continuation of Diving and Shooting	
	Dinner	
	Overnight	

<b>DAY 05</b> <b>Bohol</b> <b>27 April 2023   Saturday</b>		
	Breakfast at the Hotel	
	Diving/ Shooting	TBA
	Lunch	
	Continuation of Diving and Shooting	
	Wellness activity	1-hr Philippine hilot
	Dinner	
	Overnight	
<b>DAY 06</b> <b>Bohol</b> <b>28 April 2023   Sunday</b>		
	Breakfast at the Hotel	
	Late Check-out	
16:10-17:35	Depart Bohol for Manila via PR2778	
	Arrive in Manila	
	Depart Manila for Hong Kong/Shanghai/ Beijing	
<b>END OF TRIP</b>		

As of: 04 January 2023