

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE 13th REGIONAL TRAVEL FAIR (RTF)

I. BACKGROUND

The 4-day RTF will feature the whole-day onsite Business-to-Business (B2B), and a two-day Business-to-Consumer (B2C) online/onsite selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

The on-site Business-to-Business (B2B) session to be participated by at least fifty (50) Buyers and 70 Sellers/Exhibitors nationwide. This aims to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government's health and safety guidelines and protocols.

The event is opened to onsite/online consumers will be feature product demonstrations of artisans, cuisines and other tourism offerings and live selling and interviews will be held here. Post tours for the Sellers and Buyers is also part of the travel fair.

II. OBJECTIVES:

1. Generate domestic travel and spur local economy;
2. Promote the Philippines as a safe, uniquely diverse, and fun destinations;
3. To improve the products and income of man and woman-owned or operated tourism enterprises;
4. To improve the representation of women and men as stakeholders of tourism development;
5. More active promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.
6. To build up a destination image from emerging and potential destination from different parts of the country;
7. Educate new products and change potential visitor's destination image; and
8. Provide facts about the tourism products of each region in the Philippines.

Components of Regional Travel Fair (RTF)

A. Travel Exchange (TRAVEX)/(B2B) ON-SITE

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

B. Business-to-Consumer (B2C)

It is a 2-day online/onsite selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

C. Pre/Post Tour Activities of the RTF Sellers and Buyers

This is an activity to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

Proposed Venue and Schedule of Activities: * subject to change

Components	Region XII General Santos City	Target Numbers of Participants
Onsite Business to Business Session (B2B) Whole-day	28 June 2024	80 Sellers/Exhibitors/60 Buyers Company
Business to Consumer Session (B2C) Two-day	29 – 30 June 2024	80 Sellers/Exhibitors Company
Delegates Pre/Post-Tour Activities	27 and 30 June 2024 – 120 pax <ul style="list-style-type: none"> • 28 TPB Members • 22 Invited Tour Operators from the Region • 15 DOT Regions • 10 Attached Agencies and Airlines • 45 Invited Private Sectors from DOT Region XII 	Minimum of 70 pax

III. SCOPE OF WORKS AND SERVICES:

RTF SECRETARIAT REQUIREMENTS	
1. Transportation	<p>Advance Team (25 June to 02 July 2024)</p> <p>Three (3) units vans - For the TPB Secretariat and Officials</p> <ol style="list-style-type: none"> a. van model must be at least 2018 or not more than 5-years subject to TPB's approval b. Inclusive of fuel, driver, parking, and other related expenses c. Inclusive of driver accommodation, meals, and other expenses d. Maximum use of 15 hours per day inclusive of overtime and driver's overtime e. Includes third-party liability insurance f. Provision of First Aid kit and umbrellas on board g. Equipped with GPS or Waze and charge units for phones h. Driver should have strong navigation skills i. Draft itinerary provided (subject to change without prior notice) j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. k. Driver must be Covid 19 fully vaccinated
2. Air tickets requirements	<ol style="list-style-type: none"> a. Air tickets (Manila-General Santos City-Manila) b. Twenty (20) tickets for TPB Personnel/Staff and Officials c. Economy seats for TPB Personnel and Officials d. 20 kgs. Per baggage allowances for the TPB Officials and Personnel e. Comprehensive travel insurance with COVID-19 coverage in the amount of PhP200,000.00. f. Inclusive of services of on-line check-in and other requirements as may deemed necessary g. Must be rebookable and refundable
3. Courier or additional baggage allowances	At least 10 boxes with 23 kgs each
4. Meal Arrangements TPB Secretariat	<p>25-27 June and 02 July 2024 (3 days)</p> <ol style="list-style-type: none"> a. 20 pax TPB/DOT Personnel b. Inclusive of departure in Manila to Gen. Santos City and Gen. Santos City to Manila <p>29-30 June 2024 (2 days)</p> <ol style="list-style-type: none"> a. 20 pax for the VIPs during the Opening of B2C (can be within the mall or outside)

	Note: Amounting to Php1,500.00 per day per pax inclusive of drinks										
5. Contingencies	<table> <tr> <td>a. Coordination Meetings</td> <td>Php30,000.00</td> </tr> <tr> <td>b. Communication of TPB Personnel</td> <td>Php7,000.00</td> </tr> <tr> <td>c. Supplies and Materials</td> <td>Php10,000.00</td> </tr> <tr> <td>d. <u>Other related expenses</u></td> <td><u>Php50,000.00</u></td> </tr> <tr> <td>Total</td> <td>Php97,000.00</td> </tr> </table>	a. Coordination Meetings	Php30,000.00	b. Communication of TPB Personnel	Php7,000.00	c. Supplies and Materials	Php10,000.00	d. <u>Other related expenses</u>	<u>Php50,000.00</u>	Total	Php97,000.00
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Total	Php97,000.00										
RTF SELLER/EXHIBITORS REQUIREMENTS											
1. Transportation Airport Transfers/ Shuttle Services	<p>Four (4) units vans for Airport/Shuttle Services for five (5) days</p> <ol style="list-style-type: none"> van model must be at least 2018 or not more than 5-years subject to TPB's approval Inclusive of fuel, driver, parking, and other related expenses Inclusive of driver accommodation, meals, and other expenses Maximum use of 15 hours per day inclusive of overtime and driver's overtime Includes third-party liability insurance Provision of First Aid kit and umbrellas on board Equipped with GPS or Waze and charge units for phones Driver should have strong navigation skills Draft itinerary provided (subject to change without prior notice) Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour Driver must be Covid 19 fully vaccinated <p>Note: Itineraries are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.</p>										
2. Meal Requirements	<ol style="list-style-type: none"> 27 June 2024 100 pax for early arrivals lunch and dinner 29 June 2024 150 pax for lunch, PM snacks, and dinner 30 June 2024 150 pax for lunch, PM snacks, and dinner 01 July 2024 70 pax for the post tour (lunch, AM/PM snacks and dinner) <p>Note:</p> <ul style="list-style-type: none"> Amounting to Php1,500.00 per day per pax inclusive of drinks Menu is subject to TPB's approval 										
3. Hotel Accommodation	c/o TPB										
4. Transportation	<p>Three (3) units of Tourist Coasters or Two (2) buses which ever applicable</p> <ol style="list-style-type: none"> Duration: 01 July 2024 for post tour Inclusive of fuel, driver, parking, and other related expenses Inclusive of driver accommodation, meals, and other expenses Maximum use of 15 hours per day inclusive of overtime and driver's overtime Includes third-party liability insurance Provision of First Aid kit and umbrellas on board Equipped with GPS or Waze and charge units for phones Driver should have strong navigation skills Draft itinerary provided (subject to change without prior notice) 										

	<p>k. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</p> <p>l. Driver must be Covid 19 fully vaccinated</p>
<p>5. Post Tour for 70 pax</p> <ul style="list-style-type: none"> • 10 TPB/DOT • 20 DOT Regions • 10 DOT Attached Agencies • 20 Tourism Stakeholders invited by the Regions • 10 Airlines 	<p>01 July 2024</p> <p>a. Post tour for the Seller’s Activities</p> <ul style="list-style-type: none"> • Lake Sebu • Shop at COWHED Souvenir • Lang Dulay Weaving Center • Seven Falls and Ride the Zipline • Late Lunch at Dolores Lake Resort • Go back to Gensan • Dinner at Tiongson Arcade • Durian for dessert <p>b. Inclusion of tour guides for each bus/coaster, entrance fees, boat rides, and other activities during the tour as mutual agreement of TPB and winning bidder.</p> <ul style="list-style-type: none"> • First Aid kit on board during the tour • Inclusion of incentivize tour for the group <p>c. At least with welcome dancers with leis reception for the group TPB to identify the venue.</p> <p>d. Welcome drinks and other requirements which may deemed necessary for the arrival of the guests</p> <p>e. On board water to hydrate the participants</p> <p>f. Printing of Photo Op Banner (Design to be provided by TPB)</p> <p><i>Note: Itineraries are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.</i></p>
<p>6. Onsite related expenses</p>	<p>Provision of onsite related expenses in the amount of Fifteen Thousand Pesos only (Php15,000.00) that may be incurred during the tour for the Seller’s Tour</p>
<p>7. Giveaways during post tour</p>	<p>Provision of 150 pcs. of t-shirt for the Post Tour (TPB will provide the design); at least Php250.00 each</p> <p>Size breakdown:</p> <ul style="list-style-type: none"> • 30 pcs. Small • 30 pcs. Medium • 30 pcs. Large • 30 pcs. XL • 15 pcs. XXL • 15 pcs. XXXL
<p>8. Luggage Tags</p>	<p>Provision of one hundred fifty (150) pcs. of luggage tags</p>
<p>9. Health care kits</p>	<p>Provision of one hundred (100) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues) for the TPB/DOT personnel and participants</p>
<p>10. Travel Insurance</p>	<p>Comprehensive travel insurance with COVID-19 coverage in the amount of Php100,000.00.</p>
RTF BUYER’S REQUIREMENTS	
<p>1. Meal Requirements</p>	<p>Day 1 – 27 June 2024 Arrival of Buyers and Post Tour</p> <ul style="list-style-type: none"> • 65 pax Lunch and Dinner <p>Day 2 – 28 June 2024 Business-to-Business (B2B) Session</p> <ul style="list-style-type: none"> • Meals c/o TPB <p>Day 3 – 29 June 2024 Opening of Business-to-Consumer and Post Tour</p> <ul style="list-style-type: none"> • 65 pax Lunch and Dinner

	<p>Day 4 – 30 June 2024 Post Tour</p> <ul style="list-style-type: none"> 65 pax Lunch and Dinner <p>Day 5 – 01 July 2024 Departure of Buyers</p> <ul style="list-style-type: none"> 65 pax Lunch <p>Note:</p> <ul style="list-style-type: none"> Amounting to Php1,500.00 per day per pax inclusive of drinks Menu is subject to TPB's approval Itineraries are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.
2. Hotel Accommodation	<p>Hotel Accommodation inclusive of Breakfast</p> <ol style="list-style-type: none"> 5 days/4 nights Date: 27 June to 01 July 2024 Thirty (30) Twin Sharing for the participants Two (2) rooms twin share for the TPB/DOT personnel. Designated hotel on 27 – 29 June 2024 is preferably near the B2C area Inclusive of breakfast At least 3 – 4-star category With Wi-Fi connection
3. Transportation for RTF Buyers	<p>Three (3) units of Tourist Coasters or Two (2) buses which ever applicable</p> <ol style="list-style-type: none"> Duration: June 27 to July 1, 2024 for post tour Inclusive of fuel, driver, parking, and other related expenses Inclusive of driver accommodation, meals, and other expenses Maximum use of 15 hours per day inclusive of overtime and driver's overtime Includes third-party liability insurance Provision of First Aid kit and umbrellas on board Equipped with GPS or Waze and charge units for phones Driver should have strong navigation skills Draft itinerary provided (subject to change without prior notice) Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour Driver must be Covid 19 fully vaccinated
4. Other requirements	<ol style="list-style-type: none"> Inclusion of tour guides for each bus/coaster, entrance fees, boat rides, and other activities during the tour as mutual agreement of TPB and winning bidder. First Aid kit on board during the tour Inclusion of incentivize tour for the group Welcome dancers with leis reception for the group TPB to identify the venue Welcome drinks and other requirements which may deemed necessary for the arrival of the guests On board water to hydrate the participants Printing of Photo Op Banner (Design to be provided by TPB)
5. Onsite related expenses	Provision of onsite related expenses in the amount of Fifteen Thousand Pesos only (Php15,000.00) that may be incurred during the tour.
6. Health Care Kits	Provision of sixty-five (65) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues) for the TPB/DOT personnel and participants
7. Travel Insurance	Comprehensive travel insurance with COVID-19 coverage in the amount of Php100,000.00.

8. T-shirt for the Tour	Provision of one hundred (100) pcs of t-shirt for the Post Tour (TPB will provide the design); at least PHP250.00 each Size Breakdown: <ul style="list-style-type: none"> • 10 pcs. Small • 20 pcs. Medium • 25 pcs. Large • 20 pcs. XL • 15 pcs. XXL • 10 pcs. XXXL
9. Luggage Tag	Provision of one hundred (100) pcs. luggage tags
PHOTO/VIDEO DOCUMENTATION FOR THE RTF PRE/POST TOUR	
1. Documentation of Tours	<ul style="list-style-type: none"> a. Documentation of the tour b. At least two (2) videographers/photographers c. Files to be turned over to TPB d. Submit a 5-minute (SDE) e. Inclusive of meals and accommodation f. All raw files be submitted to TPB
WELCOME DINNER REQUIREMENTS	
1. Venue	<ul style="list-style-type: none"> a. Venue must be available on 28 June 2024 7:00 PM to 11:00 PM with allowed ingress time prior to the event b. Venue must be able to accommodate two hundred pax (200) c. Must be within the Business District of General Santos City d. Availability of parking space and passes for TPB official vehicles, delegates, and VIP e. New resort/hotel/theme park experience that can be site inspected by the delegates as a new property in General Santos City
2. Food and Beverages	<ul style="list-style-type: none"> a. In a round table Set-up b. Managed buffet with one round of iced tea, juice, or soda c. Flowing coffee/tea during the event d. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.) e. Dressed tables/chairs with center piece according to the theme. f. Uniformed and well-trained banquet service g. With centralized air conditioning system and well-lit h. Can provide basic sound system with wireless microphone, if necessary i. Must be flexible and could adjust immediately to urgent requirements. j. Other arrangements that may be mutually agreed upon by the TPB. k. Can include 10% buffer in case there will be an additional cost subject for approval of TPB l. Must submit menu prior to the event for the TPB's approval

IV. PROJECT IMPLEMENTATION SCHEDULE (INDICATIVE)

Proposed Dates: June 27-30, 2024 in Region XII: General Santos City

Note: Dates are subject to change based on the actual site validation with the respective Regions validation and coordination meetings with the concerned DOT Regional offices and LGUs.

V. ADDITIONAL TECHNICAL REQUIREMENTS

- Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.
- Must be a legally registered tour operator company or travel agency under Philippine laws.
- Must have previously completed a minimum of 3 projects for the past three (3) years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions, or Organizations.
- Key personnel involved in the project must have a minimum of three (3) years of relevant experience:
 - a. 1 Tour Coordinator/Project Manager (must submit CV with the technical proposal)
 - b. 1 Administrative/Logistic Support Team (no need to submit CV)

Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables
- Notarization of Contract shall be shouldered by the winning bidders.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FIVE MILLION PESOS ONLY (PHP5,000,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

Payment will be based on the tranches below. 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. Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104. 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.

PARTICULARS	TERMS OF PAYMENT FOR EACH LEG
• Proof of confirmation of hotel bookings and approved itinerary	15% of the total contract price
• Acceptance and approved Menu for the meal requirements of participants	35% of the total contract price
• Proof of completion of insurance of the participants and deliveries of health kits	40 % of the total contract price
• Submission of Accomplishment Report	10 % of the total contract price
TOTAL	100% of the total contract price

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

IX. PROJECT OFFICER CONTACT INFORMATION

Michelle Alcantara – michelle_alcantara@tpb.gov.ph
 Ma. Karizza Zapata – karizza_zapata@tpb.gov.ph
 Edmon Gerald Loza – edmon_loza@tpb.gov.ph