

# SERVICES OF A TOUR OPERATOR FOR THE SUPPORT TO TOURISM ASSOCIATIONS AND OTHER STAKEHOLDERS

## Technical Specifications

### I. BACKGROUND

The Domestic Promotions Department (DPD) as part of the Marketing and Promotions (MPRO) Sector of the TPB is responsible to direct, initiate, oversee, and sustain the development and implementation of marketing programs and activities to encourage Filipinos to travel domestically. The DPD, through its Industry Relations and Services Division (IRSD), is responsible for managing and maintaining the linkages of TPB with its members and all industry stakeholders while the Sales Division, initiate programs that encourage and support the aggressive participation of local government units / destinations in domestic marketing activities organized by the corporation. To do so, the DPD manages the Collaboration programs of the department, which includes support to private and public tourism stakeholders.

In view of the above, the DPD proposes to implement the following activities in 2024 to support its stakeholders:

- Participation in the 31st Travel Tour Expo (TTE)
- Conduct of Tourism Marketing Training and Workshop for the Province of Batanes
- Conduct of Site Validation for the 13th and 14th Regional Travel Fair

Based on the foregoing, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator to assist with the organization and execution of the said activities.

### II. OBJECTIVES

Overall, the above-mentioned activities aim to promote domestic tourism and strengthen industry partnerships, while empowering tourism stakeholders with marketing skills and sustainable tourism practices.

### III. SCOPE OF SERVICES

LOT 1 - PARTICIPATION IN THE 31ST TRAVEL TOUR EXPO (TTE)		PHP 427,000.00																											
<p><b>31st Travel Tour Expo</b> SMX Convention Center Manila 01-05 February 2024 (Indicative date)</p> <p><b>Inspection of Banners</b> TPB Office 26 January 2024 or earlier</p>	<p><b><u>Accommodation</u></b></p> <ul style="list-style-type: none"> <li>• Provide hotel accommodation (business-scale) inclusive of daily breakfast complete basic room amenities (daily water, towel, toiletries) on the following dates:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="text-align: center;">Dates</th> <th rowspan="2" style="text-align: center;">Hotel must be located</th> <th colspan="2" style="text-align: center;">Number of Rooms <i>*should have single bed per person</i></th> </tr> <tr> <th style="text-align: center;">Twin</th> <th style="text-align: center;">Triple</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01 February 2024</td> <td rowspan="5" style="text-align: center; vertical-align: middle;"><i>Mall of Asia (MOA) Compound</i></td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">02 February 2024</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">03 February 2024</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">04 February 2024</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">05 February 2024</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total Room Nights</b></td> <td style="text-align: center;"><b>8</b></td> <td style="text-align: center;"><b>8</b></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Dates are subject to change</li> <li>• Must be a Department of Tourism (DOT) accredited establishment</li> <li>• Total cost of accommodation should be based on actual room expenses</li> </ul>			Dates	Hotel must be located	Number of Rooms <i>*should have single bed per person</i>		Twin	Triple	01 February 2024	<i>Mall of Asia (MOA) Compound</i>	2	2	02 February 2024	2	2	03 February 2024	2	2	04 February 2024	2	2	05 February 2024	-	-	<b>Total Room Nights</b>		<b>8</b>	<b>8</b>
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- Secured sponsorships or discounted rates should be deducted from the total expense

**Land Transportation**

Date	Route	Number of Van Unit
01 February 2024 (Ingress)	TPB office – SMX and vice versa; within Metro Manila, as necessary	1
02 February 2024		
03 February 2024		
04 February 2024		
05 February 2024 (Egress)	*Includes residential pick up and drop off of TPB personnel within Metro Manila	

- Dates are subject to change
- Van unit year model must be at least 2018 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost, and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L; subject to TPB’s approval
- Maximum use of 18 hours per day inclusive of overtime and driver’s fee, overtime, food, parking fees, toll fees (if necessary).
- Includes third-party liability insurance
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Itinerary to be sent (subject to change without prior notice)

**Meals/Catering Services**

- Provide Catering Services for as indicated:

Dates	Meal Requirement	Minimum Guaranteed
01 February 2023 (Ingress)	Lunch	10
	PM Snacks	10
	Dinner	25
02 February 2023 (Opening Day)	AM Snacks	35
	Lunch	35
	PM Snacks	35
03 February 2023	Dinner	25
	Lunch	25
	PM Snacks	25
04 February 2023	Dinner	25
	Lunch	25
	PM Snacks	25

- For lunch/dinner: to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert, and beverage (soft drinks/juice)

	<p>packed in a decent biodegradable/ reusable bento box. For snacks: pasta and/or sandwiches are preferred</p> <ul style="list-style-type: none"> <li>• Other meal requirement: Provision of aggregated cost of PhP 30,000.00 for coordination meetings, briefings, debriefings with DOT and TPB personnel</li> <li>• Complete dining set-up; Able to provide microwave, table and chairs with linen cover; Should be SMX accredited caterer</li> <li>• Meals to be selected and approved by the TPB</li> </ul> <p><b><u>Other Logistical Requirements</u></b></p> <ul style="list-style-type: none"> <li>• Provide daily pass-around canapés for booth visitors/VIPs amounting to PhP5,000.00/day</li> <li>• Provide a maximum aggregated cost of PhP15,000.00 for communication/data allowance for TPB personnel, sanitary supplies, booth supplies, contingency fund and other miscellaneous fees</li> </ul> <p><b><u>Printing of Banners</u></b></p> <ul style="list-style-type: none"> <li>• <b>Drop-down Banners</b>  <b>Quantity:</b> 15 pcs.  <b>Size:</b> 1.5 meters width x 3 meters height with 6 on top and 1-inch triple fold at the bottom  <b>Color Requirement:</b> Full color prints; back-to-back printing  <b>Tarpaulin Material:</b> 12 oz  <b>Printing Process:</b> Digital  <b>Other Requirements:</b> Final layout/artwork to be provided by TPB</li> <li>• <b>Pull-up Banners</b>  <b>Quantity:</b> 16 pcs  <b>Size:</b> 2.76ft width x 6.5ft height  <b>Color Requirement:</b> Full color prints  <b>Material Composition:</b> Aluminum with pull-up mechanism  <b>Tarpaulin Material:</b> 12 oz  <b>Printing Process:</b> Digital  <b>Packaging:</b> Individually packed in a cylinder bag with strap/carrier bag  <b>Other Requirements:</b> Should have sturdy base and clip rail with 2 twist-out poles for assembly</li> </ul>
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<b>LOT 2 - CONDUCT OF TOURISM MARKETING TRAINING AND WORKSHOP FOR THE PROVINCE OF BATANES</b>	<b>PhP750,000.00</b>
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<p>15-19 January 2024</p> <p>(indicative date)</p>	<p><b><u>Accommodation</u></b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 50%;">Room Requirements</th> </tr> </thead> <tbody> <tr> <td>Check-in: 14 January 2024</td> <td>2 <a href="#">single</a></td> </tr> <tr> <td>15 January 2024</td> <td>2 <a href="#">twin</a> 3 <a href="#">single</a></td> </tr> <tr> <td>16 January 2024</td> <td>2 <a href="#">twin</a> 3 <a href="#">single</a></td> </tr> <tr> <td>17 January 2024</td> <td>2 <a href="#">twin</a> 3 <a href="#">single</a></td> </tr> <tr> <td>18 January 2024</td> <td>2 <a href="#">twin</a> 3 <a href="#">single</a></td> </tr> <tr> <td>Check-out: 19 January 2024</td> <td>-</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Inclusive of daily breakfast</li> <li>• Must be a business-type hotel/resort in Basco, Batanes</li> <li>• Must have good internet connection</li> </ul>		Room Requirements	Check-in: 14 January 2024	2 <a href="#">single</a>	15 January 2024	2 <a href="#">twin</a> 3 <a href="#">single</a>	16 January 2024	2 <a href="#">twin</a> 3 <a href="#">single</a>	17 January 2024	2 <a href="#">twin</a> 3 <a href="#">single</a>	18 January 2024	2 <a href="#">twin</a> 3 <a href="#">single</a>	Check-out: 19 January 2024	-
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### **Air Transportation**

- MNL-BSO-MNL air tickets for 7 pax (Speaker/s, TPB personnel)
- TUG-BSO-TUG air tickets for 1 pax (DOT personnel)
- 20 kilograms baggage allowance per person per route
- Must be rebookable and refundable

### **Land Transportation**

- One (1) unit of van model must be at least 2018 or not more than 5-years old; Adequate to transport 4 – 6 persons with luggage and driver; 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 fully-vaccinated
- Itinerary:
  - Days 1 – 5: Within Batanes (*subject to change without prior notice*)

### **Meals**

- Meal requirement per day as indicated with one (1) round of drinks (choice of bottled water, juice or soft drink) worth PhP2,000.00 per person per day (Day 1) and PhP600.00 per person per day (Days 2-4). Meals are subject to approval of the TPB.

**Day 1** – Breakfast, Lunch, Dinner, Snacks (7 pax)

**Days 2 – 4** – Dinner (7 pax)

### **Event Proper Logistics (Days 2-4)**

- Provision of venue with basic sound system, white screen, and projector for 3 days. Should have access to internet connection in a business-type hotel/resort or air-conditioned seminar venue in Basco, Batanes. Venue must be conducive for learning/trainings.
- Venue should comfortably accommodate 40 pax in a seminar set-up with provision/space for break-out sessions. Provision of AM Snacks, Lunch, and PM Snacks for 37 pax for 3 days. Should include one (1) round of drinks per meal with whole day free-flowing coffee and tea each day
- Menu is subject to approval of the TPB

### **Speaker and Moderator's Honorarium Fees and materials**

- Provision of a one (1) Subject Matter Expert (SME) and one (1) moderator for the 3-day engagement
- SME should have background in tourism marketing, destination development and marketing, tourism master planning, branding, smart and digital tourism. Preferably Prof. Maria Criselda "Maricel" Gatchalian-Badilla for SME

	<ul style="list-style-type: none"> <li>• Provision of prizes for icebreaker activities</li> <li>• Provision of printing of materials, and pentel pens, pencils, Manila paper, bond paper, easel stands, white board and other supplies</li> </ul> <p><b><u>Training Kit/Materials and Others</u></b></p> <ul style="list-style-type: none"> <li>• Printing of training certificates. Template of certificate to be provided by the TPB</li> <li>• Provision/printing of module (c/o the speaker)</li> <li>• Provision of program banner and photo wall banner (Size: 2m (H) x 3m (W); Stock: Matte Fabric Banner Universal 150 gsm; Full color)</li> <li>• Courier Service at maximum of 50 kgs (MNL/TUG-BSO)</li> </ul> <p><b><u>Photo/Video Coverage</u></b></p> <ul style="list-style-type: none"> <li>• Program photo and video coverage for three (3) half-days (Day 1 AM/Opening, Day 2 AM or PM/workshop proper, and Day 3 PM/workshop output presentation) with the following output:</li> <li>• 150 color-enhanced photos</li> <li>• 2-minute event highlights video</li> <li>• 3-4-minute event highlights video</li> <li>• Submission of raw videos and photos</li> <li>• Must be submitted in a hard drive</li> <li>• Photographer/videographer should be based in Basco, Batanes</li> <li>• Team should be composed of 1 photographer and 2 videographers/editors. Must have serviced corporate or event photo/video coverage in the past 3 years. Required to submit portfolio.</li> </ul> <p><b><u>Provision of Load Card</u></b></p> <ul style="list-style-type: none"> <li>• Three (3) PhP300.00 load cards for TPB personnel</li> </ul> <p><b><u>On-site related expense</u></b></p> <ul style="list-style-type: none"> <li>• Provision of incidental and other miscellaneous expenses amounting to PhP30,000.00 for possible additional participants/meals, transportation and meals for the advance TPB/DOT advance party, equipment rental, upgrade of training Wi-Fi connection, coordination meetings, porter fees, boat fees, entrance fees, DENR/tourism fees for tactical inspection etc.</li> </ul>	
<b>LOT 3 - CONDUCT OF SITE VALIDATION FOR THE 13TH AND 14TH REGIONAL TRAVEL FAIR</b>		<b>PhP558,000.00</b>
8-11 February 2024 - General Santos City  11-15 February 2024 - Roxas City, Capiz  (indicative dates)	<p><b><u>Accommodation</u></b></p> <ul style="list-style-type: none"> <li>• At least 3-to-4-star hotel located in General Santos City and Roxas City, Capiz</li> <li>• Two (2) rooms based on twin sharing inclusive of daily breakfast</li> <li>• Must have stable internet connection</li> </ul> <p><b><u>Air Tickets</u></b></p> <ul style="list-style-type: none"> <li>• MNL-GES-MNL-ROXAS CITY-MNL for 4 pax (TPB personnel)</li> <li>• inclusive of comprehensive travel insurance with COVID-19 coverage</li> <li>• 20 kilograms baggage allowance per person per route</li> <li>• Must be rebookable and refundable</li> </ul> <p><b><u>Land Transportation</u></b></p>	

<p>Final Coordination Meeting: TBA</p>	<ul style="list-style-type: none"> <li>• One (1) unit of van per destination; must be at least 2018 model or not more than 5-years old; Adequate to transport 10-12 persons with luggage and driver; subject to TPB’s approval</li> <li>• Inclusive of fuel, driver, parking, and other related expenses</li> <li>• Inclusive of driver accommodation, meals, and other expenses</li> <li>• Maximum use of 15 hours per day inclusive of overtime and driver’s overtime</li> <li>• Includes third-party liability insurance</li> <li>• Provision of First Aid kit and umbrellas on board</li> <li>• Equipped with GPS or Waze and charge units for phones</li> <li>• Driver must be well-uniformed and should have strong navigation skills</li> <li>• Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> <li>• Driver must be fully-vaccinated</li> <li>• Itinerary: <ul style="list-style-type: none"> <li>- 08 – 11 February 2024: Within General Santos City and environs</li> <li>- 12 – 15 February 2024: Within Roxas City, Capiz and environs</li> </ul> </li> </ul> <p><b><u>Meals</u></b></p> <ul style="list-style-type: none"> <li>• Provision of meals for six (6) TPB/DOT personnel inclusive of lunch and dinner amounting to Php1,500.00 per pax/day</li> </ul> <p><b><u>Onsite Related Expenses</u></b></p> <ul style="list-style-type: none"> <li>• Provision of onsite related expenses for coordination meetings amounting to Php60,000.00.</li> </ul> <p><b><u>Others</u></b></p> <ul style="list-style-type: none"> <li>• Allocate budget for the final coordination meeting and site validation for 3 days and 2 nights with the following arrangements in General Santos City and Roxas City, Capiz: <ul style="list-style-type: none"> <li>- Duration: TBA</li> <li>- Number of pax: 2 pax</li> <li>- 1 unit of van per destination</li> <li>- Provision of meals for 5 pax inclusive of lunch and dinner amounting to Php1,500.00 per pax/day</li> <li>- One (1) room based on twin sharing inclusive of daily breakfast (per destination)</li> <li>- Provision of air tickets (MNL-GES-MNL-ROXAS-MNL) for 2 pax (TPB personnel)</li> </ul> </li> <li>• Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical</li> </ul>
<p><b>OTHER TERMS AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>• Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved.</li> <li>• Must allow rebooking, transfers, or refunds.</li> </ul>	

#### IV. QUALIFICATION OF BIDDERS

(Note: Any and all required documents should be included in the technical bid folder)

1. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be a PhilGEPS Platinum Member; Required to submit PhilGEPS Platinum Membership Certificate;
2. Must have previously completed a minimum of 3 projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations. Required to submit a list of completed projects from 2020 – 2023 with supporting document such as Notice of Award (NOA), Notice to Proceed (NTP), Contract, and/or Certificate of Project Completion; and
3. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.

#### V. PROJECT IMPLEMENTATION SCHEDULE

Lot No.	Project	Indicative Date
1	TPB Participation in the 31st Travel Tour Expo	<b>Event Proper:</b> 01-05 February 2024 <b>Inspection of Banners:</b> 26 January 2024 or earlier
2	Conduct of Tourism Marketing Training and Workshop for the Province of Batanes	15-19 January 2024
3	Conduct of Site Validation for 13th and 14th Regional Travel Fair	08-11 February 2024 General Santos City 12-15 February 2024 Roxas City, Capiz Final Coordination Meeting: TBA

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The bid amount should not exceed the Approved Budget for the Contract (ABC) inclusive of all applicable taxes, as follows:

LOT NO.	APPROVED BUDGET FOR THE CONTRACT (ABC)
Lot 1	FOUR HUNDRED TWENTY-SEVEN THOUSAND PESOS ONLY (PhP427,000.00)
Lot 2	SEVEN HUNDRED FIFTY THOUSAND PESOS ONLY (PhP750,000.00)
Lot 3	FIVE HUNDRED FIFTY-EIGHT THOUSAND PESOS ONLY (PhP558,000.00)
<b>TOTAL</b>	<b>ONE MILLION SEVEN HUNDRED THIRTY-FIVE THOUSAND PESOS ONLY (PhP1,735,000.00)</b>

#### VII. TERMS OF PAYMENT

Lot No.	Particulars/Milestones	Terms of Payment
1	Implemented actual event and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	<b>100% TOTAL CONTRACT PRICE</b> (inclusive of service charge and all applicable taxes)
2	Implemented actual event and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	<b>100% TOTAL CONTRACT PRICE</b> (inclusive of service charge and all applicable taxes)

3	Implemented actual event and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	<b><u>100% TOTAL CONTRACT PRICE</u></b> (inclusive of service charge and all applicable taxes)
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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. Total cost should be based on actual expense. (ABC)

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

*Note: The bidder should have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.*

#### **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. CONTACT PERSON**

**AARON CHRISTIAN A. ALARIN**

Project Officer  
Domestic Promotions Department  
aaron\_alarin@tpb.gov.ph

**EDESSA JOY L. DELEGIRO**

Project Officer  
Domestic Promotions Department  
edessa\_delegiro@tpb.gov.ph

**MICHELLE S. ALCANTARA**

Project Officer  
Domestic Promotions Department  
michelle\_alcantara@tpb.gov.ph