

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE SUPPORT TO TOURISM ASSOCIATIONS AND OTHER STAKEHOLDERS LOT 3

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 Conduct of Site Validation for the 13th and 14th Regional Travel Fair in 2024 to support its stakeholders.

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 3 - CONDUCT OF SITE VALIDATION FOR THE 13TH AND 14TH REGIONAL TRAVEL FAIR		Php558,000.00
<p>8-11 February 2024 - General Santos City</p> <p>11-15 February 2024 – Roxas City, Capiz</p> <p>(indicative dates)</p> <p>Final Coordination Meeting: TBA</p>	<p><u>Accommodation</u></p> <ul style="list-style-type: none"> • At least 3-to-4-star hotel located in General Santos City and Roxas City, Capiz • Two (2) rooms based on twin sharing inclusive of daily breakfast • Must have stable internet connection <p><u>Air Tickets</u></p> <ul style="list-style-type: none"> • MNL-GES-MNL-ROXAS CITY-MNL for 4 pax (TPB personnel) • inclusive of comprehensive travel insurance with COVID-19 coverage • 20 kilograms baggage allowance per person per route • Must be rebookable and refundable <p><u>Land Transportation</u></p> <ul style="list-style-type: none"> • 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 	

	<ul style="list-style-type: none"> • 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 must be well-uniformed and should have strong navigation skills • 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: <ul style="list-style-type: none"> - 08 – 11 February 2024: Within General Santos City and environs - 12 – 15 February 2024: Within Roxas City, Capiz and environs <p><u>Meals</u></p> <ul style="list-style-type: none"> • Provision of meals for six (6) TPB/DOT personnel inclusive of lunch and dinner amounting to Php1,500.00 per pax/day <p><u>Onsite Related Expenses</u></p> <ul style="list-style-type: none"> • Provision of onsite related expenses for coordination meetings amounting to Php60,000.00. <p><u>Others</u></p> <ul style="list-style-type: none"> • 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"> - Duration: TBA - Number of pax: 2 pax - 1 unit of van per destination - Provision of meals for 5 pax inclusive of lunch and dinner amounting to Php1,500.00 per pax/day - One (1) room based on twin sharing inclusive of daily breakfast (per destination) - Provision of air tickets (MNL-GES-MNL-ROXAS-MNL) for 2 pax (TPB personnel) • Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical
<p>OTHER TERMS AND CONDITIONS</p> <ul style="list-style-type: none"> • Willingness to respond to immediate/unforeseen changes in specifications. • Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved. • Must allow rebooking, transfers, or refunds. 	

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
3	Conduct of Site Validation for 13th and 14th Regional Travel Fair	08-11 February 2024 General Santos City 12-15 February 2024 Iloilo City 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 3	FIVE HUNDRED FIFTY-EIGHT THOUSAND PESOS ONLY (PhP558,000.00)

VII. TERMS OF PAYMENT

Lot No.	Particulars/Milestones	Terms of Payment
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	100% TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)

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

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