

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF TOUR OPERATORS FOR THE 14<sup>th</sup> 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 VI Roxas City, Capiz	Target Numbers of Participants
Onsite Business to Business Session (B2B) Whole-day	11 October 2024	80 Sellers/Exhibitors/ 60 Buyers Company
Business to Consumer Session (B2C) Two-day	12-13 October June 2024	60 Sellers/Exhibitors Company
Delegates Pre/Post-Tour Activities	10 and 14 October 2024 – 120 pax <ul style="list-style-type: none"> <li>• 28 TPB Members</li> <li>• 22 Invited Tour Operators from the Region</li> <li>• 15 DOT Regions</li> <li>• 10 Attached Agencies and Airlines</li> <li>• 45 Invited Private Sectors from DOT Region VII</li> </ul>	Minimum of 70 pax

### III. SCOPE OF WORKS AND SERVICES:

RTF SECRETARIAT REQUIREMENTS	
<b>1. Transportation</b>	<p><b>Advance Team (9 – 15 October 2024)</b></p> <p>Three (3) units vans - For the TPB Secretariat and Officials</p> <ol style="list-style-type: none"> <li>a. Van model must be at least 2018 or not more than 5-years subject to TPB's approval</li> <li>b. Inclusive of fuel, driver, parking, and other related expenses</li> <li>c. Inclusive of driver accommodation, meals, and other expenses</li> <li>d. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>e. Includes third-party liability insurance</li> <li>f. Provision of First Aid kit and umbrellas on board</li> <li>g. Equipped with GPS or Waze and charge units for phones</li> <li>h. Driver should have strong navigation skills</li> <li>i. Draft itinerary provided (subject to change without prior notice)</li> <li>j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.</li> <li>k. Driver must be Covid 19 fully vaccinated</li> </ol>
<b>2. Air tickets requirements</b>	<ol style="list-style-type: none"> <li>a. Air tickets (Manila-Roxas City-Manila)</li> <li>b. Twenty (20) tickets for TPB Personnel/Staff and Officials</li> <li>c. Economy seats for TPB Personnel and Officials</li> <li>d. 20 kgs. Per baggage allowances for the TPB Officials and Personnel</li> <li>e. Comprehensive travel insurance with COVID-19 coverage in the amount of PhP200,000.00.</li> <li>f. Inclusive of services of on-line check-in and other requirements as may deemed necessary</li> <li>g. Must be rebookable and refundable</li> </ol>
<b>3. Courier or additional baggage allowances</b>	At least 10 boxes with 23 kgs each
<b>4. Meal Arrangements TPB Secretariat</b>	<p><b>09 – 10 October and 15 October 2024 (3 days)</b></p> <ol style="list-style-type: none"> <li>a. 20 pax TPB/DOT Personnel</li> <li>b. Inclusive of departure Manila to Roxas and Roxas to Manila</li> </ol> <p><b>12 – 13 October 2024 (2 days)</b></p> <ol style="list-style-type: none"> <li>a. 20 pax for the VIPs during the Opening of B2C (can be within the mall or outside)</li> </ol> <p><b>Note: Amounting to PhP1,500.00 per day per pax inclusive of drinks</b></p>

<b>5. Contingencies</b>	<table border="0"> <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. Buffer for the air ticket requirements</td> <td>PhP30,000.00</td> </tr> <tr> <td>e. Other related expenses</td> <td>PhP20,000.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>PhP97,000.00</b></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. Buffer for the air ticket requirements	PhP30,000.00	e. Other related expenses	PhP20,000.00	<b>Total</b>	<b>PhP97,000.00</b>
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<b>RTF SELLER/EXHIBITORS REQUIREMENTS</b>													
<b>1. Transportation Airport Transfers/Shuttle Services</b>	<p>Four (4) units vans for Airport/Shuttle Services for five (5) days</p> <ol style="list-style-type: none"> <li>van model must be at least 2018 or not more than 5-years 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 should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</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 Covid 19 fully vaccinated</li> </ol> <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>												
<b>2. Meal Requirements</b>	<ol style="list-style-type: none"> <li><b>10 October 2024</b> 100 pax for early arrivals lunch and dinner</li> <li><b>12 October 2024</b> 150 pax for lunch, PM snacks, and dinner</li> <li><b>13 October 2024</b> 150 pax for lunch, PM snacks, and dinner</li> <li><b>14 October 2024</b> 70 pax for the post tour (lunch, AM/PM snacks, and dinner)</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Amounting to PhP1,500.00 per day per pax inclusive of drinks</li> <li>Menu is subject to TPB's approval</li> </ul>												
<b>3. Hotel Accommodation</b>	<b>c/o TPB</b>												
<b>4. Transportation for the Post Tour</b>	<p>Three (3) units of Tourist Coasters or Two (2) buses which ever applicable</p> <ol style="list-style-type: none"> <li>Duration: 14 October 2024 for post tour</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 should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</li> </ol>												

	<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><b>5. Post Tour for 70 pax</b></p> <ul style="list-style-type: none"> <li>• 10 TPB/DOT</li> <li>• 20 DOT Regions</li> <li>• 10 DOT Attached Agencies</li> <li>• 20 Tourism Stakeholders invited by the Regions</li> <li>• 10 Airlines</li> </ul>	<p><b>14 October 2024</b></p> <p>a. 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"> <li>• First Aid kit on board during the tour</li> <li>• Inclusion of incentivize tour for the group</li> </ul> <p>b. At least with welcome dancers with leis reception for the group TPB to identify the venue</p> <p>c. Welcome drinks and other requirements which may deemed necessary for the arrival of the guests</p> <p>d. On board water to hydrate the participants</p> <p>e. Printing of Photo Op Banner (Design to be provided by TPB)</p> <p><i><b>Note:</b> 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><b>6. Onsite related expenses</b></p>	<p>Provision of onsite related expenses in the amount of Fifteen Thousand Pesos Only (PhP15,000.00) that may incurred during the tour.</p>
<p><b>7. Giveaways during Post Tour</b></p>	<p>Provision of one hundred fifty (150) pcs. t-shirt for the Post Tour (TPB will provide the design); at least PhP250.00 each</p> <ul style="list-style-type: none"> <li>• 30 pcs. Small</li> <li>• 30 pcs. Medium</li> <li>• 30 pcs. Large</li> <li>• 30 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 15 pcs. XXXL</li> </ul>
<p><b>8. Luggage Tags</b></p>	<p>Provision of one hundred fifty (150) pcs. of luggage tags</p>
<p><b>9. Health care kits</b></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><b>10. Travel Insurance</b></p>	<p>Comprehensive travel insurance with COVID-19 coverage in the amount of PhP100,000.00.</p>
<p><b>RTF BUYER'S REQUIREMENTS</b></p>	
<p><b>1. Meal Requirements</b></p>	<p><b>Day 1 – 10 October 2024 Arrival of Buyers and Post Tour</b></p> <ul style="list-style-type: none"> <li>• 70 pax Lunch and Dinner</li> </ul> <p><b>Day 2 – 11 October 2024 Business-to-Business (B2B) Session</b></p> <ul style="list-style-type: none"> <li>• Meals c/o TPB</li> </ul> <p><b>Day 3 – 12 October 2024 Opening of Business-to-Consumer and Post Tour</b></p> <ul style="list-style-type: none"> <li>• 70 pax Lunch and Dinner</li> </ul> <p><b>Day 4 – 13 October 2024 Post Tour</b></p> <ul style="list-style-type: none"> <li>• 70 pax Lunch and Dinner</li> </ul> <p><b>Day 5 –14 October Departure of Buyers</b></p> <ul style="list-style-type: none"> <li>• 70 pax Lunch</li> </ul> <p><i><b>Note:</b></i></p> <ul style="list-style-type: none"> <li>• Amounting to PhP1,500.00 per day per pax inclusive of drinks and AM/PM Snacks</li> <li>• Menu is subject to TPB's approval</li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Itineraries are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.</i></li> </ul>
<b>2. Hotel Accommodation</b>	<p><b>Hotel Accommodation inclusive of Breakfast</b></p> <ol style="list-style-type: none"> <li>5 days/4 nights</li> <li>Date: 10-14 October 2024</li> <li>Thirty (30) Twin Sharing</li> <li>Two (2) rooms twin share for the TPB/DOT personnel.</li> <li>Designated hotel on 10-13 October 2024 is preferably near the B2C area.</li> <li>Inclusive of breakfast</li> <li>At least 3–4-star category</li> <li>With Wi-Fi connection</li> </ol>
<b>3. Transportation for RTF Buyers</b>	<p>Three (3) units of Tourist Coasters or Two (2) buses which ever applicable</p> <ol style="list-style-type: none"> <li>Duration: 10 – 14 October 2024 for post tour</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 should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</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 Covid 19 fully vaccinated</li> </ol>
<b>4. Other requirements</b>	<ol style="list-style-type: none"> <li>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.</li> <li>First Aid kit on board during the tour</li> <li>Inclusion of incentivize tour for the group</li> <li>Welcome dancers with leis reception for the group TPB to identify the venue</li> <li>Welcome drinks and other requirements which may deemed necessary for the arrival of the guests</li> <li>On board water to hydrate the participants</li> <li>Printing of Photo Op Banner (Design to be provided by TPB)</li> </ol>
<b>5. Onsite related expenses</b>	Provision of onsite related expenses in the amount of Fifteen Thousand Pesos Only (PhP15,000.00) that may incurred during the tour.
<b>6. Health Care Kits</b>	Provision of seventy (70) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, and tissues) for the TPB/DOT personnel and participants
<b>7. Travel Insurance</b>	Comprehensive travel insurance with COVID-19 coverage in the amount of PhP100,000.00.
<b>8. T-shirt for the Tour</b>	<p>Provision of one hundred (100) pcs of t-shirt for the Post Tour (TPB will provide the design); at least PhP250.00 each</p> <ul style="list-style-type: none"> <li>• 10 pcs. Small</li> <li>• 20 pcs. Medium</li> <li>• 25 pcs. Large</li> <li>• 20 pcs. XL</li> <li>• 15 pcs. XXL</li> </ul>

	<ul style="list-style-type: none"> <li>• 10 pcs. XXXL</li> </ul>
<b>9. Luggage Tag</b>	Provision of one hundred (100) pcs. luggage tag
<b>PHOTO/VIDEO DOCUMENTATION FOR THE RTF PRE/POST TOUR</b>	
<b>1. Documentation of Tours</b>	<ol style="list-style-type: none"> <li>Documentation of the tour</li> <li>At least two (2) videographer/photographer</li> <li>Files to be turnover to TPB</li> <li>Submit a 5 -minute (SDE)</li> <li>Inclusive of meals and accommodation</li> <li>All raw files be submitted to TPB</li> </ol>
<b>WELCOME DINNER REQUIREMENTS</b>	
<b>1. Venue</b>	<ol style="list-style-type: none"> <li>Venue must be available on 11 October 2024 7:00 PM to 11:00 PM with allowed ingress time prior to the event</li> <li>Venue must be able to accommodate two hundred pax (200)</li> <li>Must be within the Roxas City</li> <li>Availability of parking space and passes for TPB official vehicles, delegates, and VIP</li> <li>New resort/hotel/theme park experience that can be site inspected by the delegates as a new property in Roxas City, Capiz</li> </ol>
<b>2. Food and Beverages</b>	<ol style="list-style-type: none"> <li>In a round table Set-up</li> <li>Managed buffet with one round of iced tea, juice, or soda</li> <li>Flowing coffee/tea during the event</li> <li>Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>Dressed tables/chairs with center piece according to the theme.</li> <li>Uniformed and well-trained banquet service</li> <li>With centralized air conditioning system and well-lit</li> <li>Can provide basic sound system with wireless microphone, if necessary</li> <li>Must be flexible and could adjust immediately to urgent requirements.</li> <li>Other arrangements that may be mutually agreed upon by the TPB.</li> <li>Can include 10% buffer in case there will be an additional cost subject for approval of TPB</li> <li>Must submit menu prior to the event for the TPB's approval</li> </ol>

#### IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

Proposed Dates: 10 – 14 October 2024 in Region VI: Roxas City, Capiz

**Note:** Dates are subject to change based on the actual site validation 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. Submit a copy of the certificate of satisfactory completion for completed government and private projects.

- 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

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

The Approved Budget for the Contract (ABC) is **FIVE MILLION PESOS ONLY (PHP5,000,000.00)** applicable of 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
<b>TOTAL</b>	<b>100% of the total contract price</b>

## 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](mailto:michelle_alcantara@tpb.gov.ph)  
 Ma. Karizza Zapata – [karizza\\_zapata@tpb.gov.ph](mailto:karizza_zapata@tpb.gov.ph)  
 Edmon Gerald Loza – [edmon\\_loza@tpb.gov.ph](mailto:edmon_loza@tpb.gov.ph)