

Annex A_TECHNICAL SPECIFICATIONS

Procurement of “Services of Tour Operator” for the Familiarization Tour of MICE/ Business Event Organizers from TMSAPAC 2024 As of 29 Feb 2024

I. BACKGROUND

The Tourism Promotions Board (TPB) and Northstar Travel Group are collaborating on a familiarization trip from April 18 - 23, 2024, for select hosted buyers attending The Meetings Show Asia Pacific 2024. In particular, the familiarization trip will highlight key attractions and facilities in prime MICE destinations such as Manila, Bohol, and Cebu.

Northstar Travel Group will vet the selection of ten (10) MICE organizers from across the globe who are keen on exploring new MICE destinations such as the Philippines. A curated itinerary will be made to deliver an immersive experience into the country's top MICE facilities and attractions.

In this regard, the TPB is in need of tour operator services for the said program.

II. OBJECTIVES

This familiarization tour aims to achieve the following:

- Showcase the capability and creativity of the Philippines in handling MICE events
- Generate awareness among Japanese guests about the advantages of holding their meetings and events in Bohol, Cebu, and Manila.
- Reestablish connections between MICE Organizers and the Philippine DMCs, hotels, and selected unique venues.

III. SCOPE OF WORK/ DELIVERABLES

PARTICULARS	REMARKS
<p>Date : 18 – 24 April 2024 Number of pax: 10 pax (MICE organizers with TPB coordinator/s) Tour Duration : 5 days / 5 nights</p> <p><u>Transportation</u></p> <ul style="list-style-type: none">▪ One (1) Tourist Coaster (2009 model at the latest) or two (2) Tourist Vans (2008 model for the transfers of tour participants (and one additional van for their luggage transfers, as needed). All vehicles inclusive of gas, toll fees, parking fees and driver*- from the Ninoy Aquino International Airport to participants’ hotel in Manila and back for their domestic flight to Bohol/ Cebu- transfers during the actual tour program- should be DOT-accredited <p>*Inclusive of licensed driver with uniform and driver's meals,</p>	

- Room Accommodation at a Deluxe hotel (or its equivalent) for five nights (with breakfast) based on Single Occupancy
 - Hotel in Metro Manila (2Nights) : Deluxe Hotel near the Airport (Manila/ASEANA/Newport area)
 - Hotel in Cebu (2Nights) : Deluxe Hotel/ Resort in Mactan area (preferably a newly opened or renovated property in the last three years)
 - Hotel in Bohol (1Night) : Deluxe Hotel in Panglao area or areas with a beachfront amenity
- *subject for approval of TPB
- *Accommodation facilities should be DOT-accredited hotels and resorts and categorized as Deluxe or AAA (or equivalent).

Tour Program (Please see attached proposed itinerary, subject to change)

- Entrance fees
- Proposed Activities: Ocular inspections at hotels in Manila, Bohol and Cebu to include but not limited to:
 - Okada Manila
 - Conrad Manila
 - PICC
 - Shangri-la Mactan
 - Sheraton Hotel
 - Radisson Blu
 - NU Star
 - Bellevue
 - Henann
- Incentivized/ Pre-arranged Lunch/ Dinner (with provision of entertainment)
- Lunch and Dinner all throughout the duration of the tour program with a minimum of one (1) round of drinks (choice of: beer, bottled water, juice or soft drinks)
 - *Amount budgeted should not be less than Php1,500.00 per meal per pax (lunch and dinner), adjustments for approval of TPB
- Coordination with the tour sites, as applicable
- Services of at least one (1) Licensed DOT-accredited Tour Guide
 - *Tour Guide should have the following credentials/characteristics:
 - duly licensed and/or accredited by DOT or from known/reputable organization which provides tour guide.
 - have at least three (3) years experience as a tour guide
- At least one (1) Uniformed tour coordinator who had at least three years experience in handling foreign groups.
- Provision of one (1) 1m (width) x 2 meter (height) banner, as needed (for group photo opportunity) and appropriate vehicle signage, design/specs subject to TPB's approval

<p><u>Other Amenities/ Travel Essentials</u></p> <ul style="list-style-type: none"> ▪ Comprehensive Travel Insurance (Manila-Bohol-Cebu Domestic Tour) ▪ Packed breakfast, as needed; snacks on board, cold towels and distilled water ▪ Provision of Incentivized Tour Kit <ul style="list-style-type: none"> - Printed Itinerary—preferably on an A5/ brochure size paper - Travel necessities – such as pocket tissue, wipes, sanitizer/ alcohol, crackers, mints, fan, towelette, etc.) ▪ First Aid Kit on board the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc) ▪ In case of rain, provision of raincoats and umbrellas ▪ Other miscellaneous expenses (e.g sampling of local delicacies, etc.) and other on-site related expenses as the need arises. Allocate at least P10,000 as contingency expense budget. <p><u>Others</u></p> <ul style="list-style-type: none"> • Souvenir Token for participants (e.g. Philippine products: Cebu dried mangoes, Davao chocolate and Coffee sampler from the North/ souvenir items in a small bayong/ buri box). Estimated amount is P300/ item, subject to approval of the TPB. 	
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IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative dates : 18 – 23 April 2024

V. BIDDER ELIGIBILITY

Bidders are required to submit a detailed and descriptive proposed Incentivized Itinerary, which should include the special arrangements that will be made for the MICE Buyers.

- DOT-accreditation certificate
- SEC registration (has at least five years experience/ expertise in handling local travel)
- Able to work on a minimum guarantee of eight (8) pax. In excess of 8 pax, tour operator shall be paid according to actual number of pax serviced/delivered and costs incurred which shall not exceed the ABC.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is One Million Pesos (PhP 1,000,000), inclusive of all applicable taxes.

VII. TERMS OF PAYMENT

Send bill to the Tourism Promotions Board after the completion of services; Processing will take around thirty (30) days upon receipt of Billing/ SOA. Billing should be based on actual cost should there be additional participants included.

Note: The bidders are encouraged to have a Land bank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP) until full completion of services

IX. OTHER TERMS AND CONDITIONS

* Important Notes :

- *Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, transportations and meals. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus tour operator will bill TPB **based on actual cost per pax.***
- *Tour activities may still be changed according to the recommendations of DOT/TPB representatives during the validation trip that TPB will be conducting in the tour destinations.*

X. PROJECT OFFICERS/CONTACT PERSONS

MS. SHERDOLL BAYONA
MICE DEPARTMENT
Email address: sherdoll_bayona@tpb.gov.ph
Tel. No: 5256110 loc. 230