

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE AIRLINES AWARDS 2024**

**I. BACKGROUND**

Philippine Airlines (PAL) is staging this year's PAL Awards International and Philippines, continuing its tradition of recognizing and expressing gratitude to its loyal international and domestic general sales agents, consolidators, and top travel agents, all of whom not only support PAL routes and services but also promote and sell the Philippines as a destination of choice.

The Tourism Promotions Board (TPB) has supported this event in previous years, including last year (2023). This year, the TPB is extending its generous support by way of hosting dinner for the PAL Awards International and PAL Awards Philippines events.

Below is the Schedule of Activities:

1. PAL Awards International: 22-24 April 2024 (Awards Night Dinner on 23 April in Boracay)
2. PAL Awards Domestic: 8-10 May 2024 (Awards Night Dinner on 09 June in Puerto Princesa City, Palawan)

*\*Please note that dates are subject to change, and the exact venue is yet to be confirmed.*

In view of TPB's commitment to the success of these events, the TPB is seeking the services of a tour operator that shall provide air tickets, accommodation with airport transfers, meals, and onsite-related expenses, for TPB official and/or officers attending the said events.

**II. OBJECTIVES**

The event aims to recognize and thank PAL's loyal agents.

For the TPB, the event is an opportunity to:

1. Promote and showcase world-class Philippine destinations and hospitality to the airline's top international and local agents; and
2. Demonstrate DOT-TPB support and generate goodwill with the country's flag carrier and strategic partner in the promotion of Philippine tourism.

**III. SCOPE OF WORK & DELIVERABLES**

**1. PAL Awards International on 22-24 April 2024 (Boracay):**

Air Tickets

- Round trip air tickets (MNL-MPH-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax
  - Must be rebookable, transferable and refundable
  - Preferably via Philippine Airlines
  - Provision of travel insurance with COVID-19 coverage worth PhP100,000 per pax (total of 2 pax)
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#### Accommodation

- Overnight room accommodation (1 room) at Business category (if applicable/available) or its equivalent with breakfast.
- Must be located near or in the same property of the event venue in Boracay (TBC)
- Provision of private round-trip airport transfers. Driver must be fully vaccinated.

#### Meals for TPB Personnel

- Provision of AM/PM Snacks, Lunch and Dinner for 3 days for 3 pax amounting to PhP1,500.00 per day per pax

#### Onsite-related expenses

- Provision of onsite-related expenses not more than PhP10,000.00 for coordination meetings, transfers from accommodation to venue (if applicable), communication allowance for TPB personnel, porter fees and other miscellaneous expenses

### **2. PAL Awards Philippines on 08-10 May 2024 (Palawan):**

#### Air Tickets

- Round trip air tickets (MNL-PPS-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax
- Must be rebookable, transferable and refundable
- Preferably via Philippine Airlines
- Provision of travel insurance with COVID-19 coverage worth PhP100,000 per pax (total of 2 pax)

#### Accommodation

- Overnight room accommodation (1 room) at Business category (if applicable/available) or its equivalent with breakfast.
- Must be located near or in the same property of the event venue in Puerto Princesa City, Palawan (TBC)
- Provision of private round-trip airport transfers. Driver must be fully vaccinated.

#### Meals for TPB Personnel

- Provision of AM/PM Snacks, Lunch and Dinner for 3 days for 3 pax amounting to PhP1,500.00 per day per pax

#### Onsite-related expense

- Provision of onsite-related expenses not more than PhP10,000.00 for coordination meetings, transfers from accommodation to venue (if applicable), communication allowance for TPB personnel, porter fees and other miscellaneous expenses

#### Other terms and conditions

1. Must be able to assist in preparing/securing entry documents, as necessary.
  2. Must be willing to respond to immediate/unforeseen changes in specifications.
  3. Tour activities and/or schedules/dates are subject to change.
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#### **IV. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Must have previously handled and completed at least three (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.
3. Must be a DOT-accredited tourism enterprise.

#### **V. INDICATIVE PROJECT IMPLEMENTATION DATE**

PAL Awards International: 22-24 April 2024 (Boracay)

PAL Awards Philippines: 8-10 May 2024 (Puerto Princesa City, Palawan)

#### **VI. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **ONE HUNDRED TWENTY-THREE THOUSAND PESOS ONLY (PHP123,000.00)** inclusive of all applicable taxes and fees.

#### **VII. TERMS OF PAYMENT**

1. Payment will be based on actual cost
2. Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing
3. Payment will be made through Land Bank of the Philippine (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier
4. Supplier must be willing to accept send-bill arrangement.

#### **VIII. CONTRACT DURATION**

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

#### **IX. PROJECT OFFICER'S CONTACT INFORMATION**

For particulars, please contact the following:

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