

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF A TOUR OPERATOR FOR THE DOMESTIC TOURISM INVITATIONAL PROGRAM 2024**

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**I. BACKGROUND**

As a strategy to the commitment of the Philippine Government towards achieving sustainable tourism, the Tourism Promotions Board (TPB) will conduct the Domestic Tourism Invitation Program (DTIP), a series of familiarization trips to be participate by TPB Member Tour Operators, Travel Agents, and traveling media to help assess the marketability of the destinations.

The DTIP focuses on showcasing destinations in line with the Tourism Secretary’s 7-point agenda particularly on *Enhancement of overall tourist experience, Equalization of Tourism Product Development and Promotion, Diversification of the Tourism Portfolio through Multidimensional Tourism, and Strengthening Tourism Governance through Close Collaborations with National and Local Stakeholders* with the end goal of improving the country’s ranking in the ASEAN Travel and Tourism Competitiveness Index.

**II. OBJECTIVE**

1. To showcase new destinations and tourism product circuits that are resilient, inclusive, sustainable, and engaging;
2. To market and promote the newly developed tourism circuits that are multi-dimensional and diversified which are ready to accept visitors, both domestic and international;
3. To strengthen collaboration with the local tourism stakeholders; and
4. To enhance the tourist experience in the Philippines which will feel customized to the needs of the visitors.

**III. SCOPE OF SERVICES**

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements which shall be opened for public bidding based on four (4) lots identified below:

<b>LOT 1: CATANDUANES – CAMARINES NORTE – CAMARINES SUR</b>	
<b>Number of participants</b>	Total of twenty (20) participants which includes: <ul style="list-style-type: none"> <li>• TPB Member Tour Operator and Travel Agents</li> <li>• TPB and DOT representatives</li> </ul>
<b>Air ticket</b>	Domestic roundtrip Manila – Virac (VRC) or Naga (WNP) - Manila <ul style="list-style-type: none"> <li>• Economy class</li> <li>• With 20kg baggage allowance per way for each air ticket</li> <li>• Re-bookable and refundable</li> </ul>
<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. Four (4) vans (2018 model or newer) or one (1) minibus <ul style="list-style-type: none"> <li>• All vehicles must be DOT-Accredited</li> <li>• Inclusive of gas, parking fees, and overtime fees</li> <li>• Should have adequate number of umbrellas for the guests</li> <li>• On-board basic first aid kit per van</li> <li>• Daily disinfection and ensure cleanliness at all times</li> <li>• All vehicles must have identification banner and/or van numbers</li> <li>• Should the vehicle develop any mechanical fault in transit, the tour</li> </ul> </li> </ol>

	<p>operator must have a replacement within an hour</p> <ul style="list-style-type: none"> <li>• With professional driver familiar with the route</li> <li>• Route: <ul style="list-style-type: none"> <li>Airport-hotel-airport transfers</li> <li>Hotel-tour proper-hotel</li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>2. One (1) van for the luggage (arrival and departure dates only)</li> <li>3. Motorized boat/s that can accommodate a maximum of thirty (30) pax for sea transfers</li> <li>4. Ferry boat fare for a maximum of thirty (30) pax (round trip)</li> </ol> <p><i>Note: bidder must present the OR and CR of the van/minibus on the Post-Qualification Conference</i></p>
<b>Accommodation</b>	<p>Thirty (30) single-occupancy rooms (deluxe room or its equivalent)</p> <ul style="list-style-type: none"> <li>• Must be in a DOT-Accredited Business Class/Standard Hotel or its equivalent</li> <li>• 7 days / 6 nights</li> <li>• With daily complimentary breakfast</li> </ul>
<b>Tour/Activities</b>	<ol style="list-style-type: none"> <li>1. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for maximum of 30 pax</li> <li>2. Cover entrance fees, environmental fees, and other fees as needed.</li> <li>3. Provide alternative itinerary or activity in case of fortuitous event and other force majeure, subject to TPB's approval</li> <li>4. Tour dates and activities are subject to change based on recommendation of TPB and DOT Regional Offices involved.</li> </ol>
<b>Meals</b>	<ol style="list-style-type: none"> <li>1. Incentivized lunch and dinner for a maximum of thirty (30) pax <ul style="list-style-type: none"> <li>• With one (1) round of drinks (choice of water, juice, or soft drinks)</li> <li>• Menu must include at least four (4) viands of local cuisines and delicacies of the province/region</li> <li>• Three (3) cultural performances as indicated in each province: <ol style="list-style-type: none"> <li>a. Catanduanes – Welcome Dinner</li> <li>b. Camarines Norte – Welcome Dinner</li> <li>c. Camarines Sur – Welcome Dinner</li> </ol> </li> </ul> </li> <li>2. AM and/or PM Snack (on board) <ul style="list-style-type: none"> <li>• Must be a local delicacy</li> <li>• Must be well prepared or packed well</li> </ul> </li> <li>3. Provision of water refill in each van (except luggage van)</li> </ol> <p><i>Note: Menu is subject to TPB's approval</i></p>
<b>Travel Insurance</b>	<p>Comprehensive Travel Insurance for a maximum of thirty (30) pax inclusive of coverage for COVID-19 worth Php100,000.00</p>
<b>Tour Giveaways</b>	<ol style="list-style-type: none"> <li>1. Thirty (30) tour kits amounting to Php700.00/kit, must include the following: <ul style="list-style-type: none"> <li>• One (1) pouch bag that can fit the following items (minimum size – 10in x 10in x 1in): <ol style="list-style-type: none"> <li>a. One (1) face towel (approx. 12 in x 12in)</li> <li>b. One (1) paper soap with container</li> <li>c. One (1) 30ml 70% isopropyl alcohol in spray bottle</li> <li>d. One (1) 10ml mint breathe spray</li> <li>e. One (1) small insect repellent lotion</li> <li>f. One (1) small face and body sunblock</li> </ol> </li> </ul> </li> </ol>

	<p>2. Three (3) pillow gifts amounting to PhP2,500.00 per pax</p> <ul style="list-style-type: none"> <li>• Must be unique to the provinces featured</li> <li>• Must not show the tour operator's logo</li> <li>• Items are subject for TPB's approval</li> </ul>
<b>Documentation</b>	<p>One (1) professional videographer and one (1) professional photographer to cover the tour proper.</p> <p>Output required:</p> <ol style="list-style-type: none"> <li>1. Consolidated photos and videos (edited and raw) stored in an external drive, which will be turned over to TPB after the tour.</li> <li>2. One (1) 90-second AVP</li> <li>3. One (1) 3-minute AVP</li> <li>4. One (1) 5-minute AVP</li> </ol>
<b>Others</b>	<p>Tour Operator must also provide the following:</p> <ul style="list-style-type: none"> <li>• Tour Booklet to include the itinerary with brief description of each destination, directory of TPB and DOT representatives, and other details that may be deemed necessary (content subject for TPB's approval).</li> </ul> <p>Tour Booklet to be available in hard copy, included in the tour kit, and soft copy that can be accessed via QR code.</p> <ul style="list-style-type: none"> <li>• Provision of one (1) tour coordinator and three (3) regional tour guide to accompany the group for the whole duration of the trip. Tour Coordinator must have handled at least 3 groups with domestic participants.</li> </ul> <p>CV of Tour Coordinator must be submitted with the list of groups handled/assisted together with the technical bid.</p> <p>Tour Guide must be DOT-Accredited, with a Certificate of Accreditation and a CV to include the list of groups, to be submitted five (5) days before the scheduled trip. (1 tour guide for every 10 guests).</p> <ul style="list-style-type: none"> <li>• Printing of four (4) 3ft x 5ft tour banners for photo opportunities during the tour (layout subject for TPB's approval).</li> <li>• Budget for incidental expenses amounting to Fifty Thousand Pesos only (PhP50,000.00) to cover any onsite related expenses subject to TPB's approval.</li> </ul>

<b>LOT 2: NEGROS ORIENTAL – NEGROS OCCIDENTAL – SIQUIJOR</b>	
<b>Number of participants</b>	<p>Total of twenty (20) participants which includes:</p> <ul style="list-style-type: none"> <li>• TPB Member Tour Operator and Travel Agents</li> <li>• TPB and DOT representatives</li> </ul>
<b>Air ticket</b>	<p>Domestic roundtrip: Manila – Dumaguete (DGT) or Bacolod (BCD) - Manila</p> <ul style="list-style-type: none"> <li>• Economy class</li> <li>• With 20kg baggage allowance per way for each air ticket</li> <li>• Rebookable, and refundable</li> <li>• Preferably via Philippine Airlines</li> </ul>

<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. Four (4) vans (2018 model or newer) or one (1) minibus <ul style="list-style-type: none"> <li>• All vehicles must be DOT-Accredited</li> <li>• Inclusive of gas, parking fees, and overtime fees</li> <li>• Should have adequate number of umbrellas for the guests</li> <li>• On-board basic first aid kit per van</li> <li>• Daily disinfection and ensure cleanliness at all times</li> <li>• All vehicles must have identification banner and/or van numbers</li> <li>• Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour</li> <li>• With professional driver familiar with the route</li> <li>• Route: <ul style="list-style-type: none"> <li>Airport-hotel-airport transfers</li> <li>Hotel-tour proper-hotel</li> </ul> </li> </ul> </li> <li>2. One (1) van for the luggage (arrival and departure dates only)</li> <li>3. Motorized boat/s that can accommodate a maximum of thirty (30) pax for sea transfers</li> <li>4. Ferry boat fare for a maximum of thirty (30) pax (round trip)</li> </ol> <p><i>Note: bidder must present the OR and CR of the van/minibus on the Post-Qualification Conference</i></p>
<b>Accommodation</b>	<p>Thirty (30) single-occupancy rooms (deluxe room or its equivalent)</p> <ul style="list-style-type: none"> <li>• Must be in a DOT-Accredited Business Class/Standard Hotel or its equivalent</li> <li>• 7 days / 6 nights</li> <li>• With daily complimentary breakfast</li> </ul>
<b>Tour/Activities</b>	<ol style="list-style-type: none"> <li>1. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for maximum of 30 pax</li> <li>2. Cover entrance fees, environmental fees, and other fees as needed.</li> <li>3. Provide alternative itinerary or activity in case of fortuitous event and other force majeure, subject to TPB's approval</li> <li>4. Tour dates and activities are subject to change based on recommendation of TPB and DOT Regional Offices involved.</li> </ol>
<b>Meals</b>	<ol style="list-style-type: none"> <li>1. Incentivized lunch and dinner for a maximum of thirty (30) pax <ul style="list-style-type: none"> <li>• With one (1) round of drinks (choice of water, juice, or soft drinks)</li> <li>• Menu must include at least four (4) viands of local cuisines and delicacies of the province/region</li> <li>• Three (3) cultural performances as indicated in each province: <ol style="list-style-type: none"> <li>a. Dumaguete – Welcome Dinner</li> <li>b. Bacolod – Welcome Dinner</li> <li>c. Siquijor – Welcome Dinner</li> </ol> </li> </ul> </li> <li>2. AM and/or PM Snack (on board) <ul style="list-style-type: none"> <li>• Must be a local delicacy</li> <li>• Must be well prepared or packed well</li> </ul> </li> <li>3. Provision of water refill in each van (except luggage van)</li> </ol> <p><i>Note: Menu is subject to TPB's approval</i></p>
<b>Travel Insurance</b>	<p>Comprehensive Travel Insurance for a maximum of thirty (30) pax inclusive of coverage for COVID-19 worth PhP100,000.00</p>
<b>Tour Giveaways</b>	<ol style="list-style-type: none"> <li>1. Thirty (30) tour kits amounting to PhP700.00/kit, must include the following:</li> </ol>

	<ul style="list-style-type: none"> <li>• One (1) pouch bag that can fit the following items (minimum size – 10in x 10in x 1in):             <ol style="list-style-type: none"> <li>a. One (1) face towel (approx. 12 in x 12in)</li> <li>b. One (1) paper soap with container</li> <li>c. One (1) 30ml 70% isopropyl alcohol in spray bottle</li> <li>d. One (1) 10ml mint breathe spray</li> <li>e. One (1) small insect repellent lotion</li> <li>f. One (1) small face and body sunblock</li> </ol> </li> <li>2. Three (3) pillow gifts amounting to PhP2,500.00 per pax             <ul style="list-style-type: none"> <li>• Must be unique to the provinces featured</li> <li>• Must not show the tour operator’s logo</li> <li>• Items are subject for TPB’s approval</li> </ul> </li> </ul>
<b>Documentation</b>	<p>One (1) professional videographer and one (1) professional photographer to cover the tour proper.</p> <p>Output required:</p> <ol style="list-style-type: none"> <li>1. Consolidated photos and videos (edited and raw) stored in an external drive, which will be turned over to TPB after the tour.</li> <li>2. One (1) 90-second AVP</li> <li>3. One (1) 3-minute AVP</li> <li>4. One (1) 5-minute AVP</li> </ol>
<b>Others</b>	<p>Tour Operator must also provide the following:</p> <ul style="list-style-type: none"> <li>• Tour Booklet to include the itinerary with brief description of each destination, directory of TPB and DOT representatives, and other details that may be deemed necessary (content subject for TPB’s approval).</li> </ul> <p>Tour Booklet to be available in hard copy, included in the tour kit, and soft copy that can be accessed via QR code.</p> <ul style="list-style-type: none"> <li>• Provision of one (1) tour coordinator and three (3) regional tour guide to accompany the group for the whole duration of the trip. Tour Coordinator must have handled at least 3 groups with domestic participants.</li> </ul> <p>CV of Tour Coordinator must be submitted with the list of groups handled/assisted together with the technical bid.</p> <p>Tour Guide must be DOT-Accredited, with a Certificate of Accreditation and a CV to include the list of groups, to be submitted five (5) days before the scheduled trip. (1 tour guide for every 10 guests).</p> <ul style="list-style-type: none"> <li>• Printing of four (4) 3ft x 5ft tour banners for photo opportunities during the tour (layout subject for TPB’s approval).</li> <li>• Budget for incidental expenses amounting to Fifty Thousand Pesos only (PhP50,000.00) to cover any onsite related expenses subject to TPB’s approval.</li> </ul>

<b>LOT 3: SURIGAO DEL NORTE – DINAGAT ISLANDS</b>	
<b>Number of participants</b>	Total of twenty (20) participants which includes: <ul style="list-style-type: none"> <li>• TPB Member Tour Operator and Travel Agents</li> <li>• TPB and DOT representatives</li> </ul>
<b>Air ticket</b>	Domestic roundtrip: Manila – Siargao (IAO) or Surigao City (SUG) – Manila <ul style="list-style-type: none"> <li>• Economy class</li> <li>• With 20kg baggage allowance per way for each air ticket</li> <li>• Rebookable, and refundable</li> </ul>
<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. Four (4) vans (2018 model or newer) or one (1) minibus <ul style="list-style-type: none"> <li>• All vehicles must be DOT-Accredited</li> <li>• Inclusive of gas, parking fees, and overtime fees</li> <li>• Should have adequate number of umbrellas for the guests</li> <li>• On-board basic first aid kit per van</li> <li>• Daily disinfection and ensure cleanliness at all times</li> <li>• All vehicles must have identification banner and/or van numbers</li> <li>• Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour</li> <li>• With professional driver familiar with the route</li> <li>• Route: <ul style="list-style-type: none"> <li>Airport-hotel-airport transfers</li> <li>Hotel-tour proper-hotel</li> </ul> </li> </ul> </li> <li>2. One (1) van for the luggage (arrival and departure dates only)</li> <li>3. Motorized boat/s that can accommodate a maximum of thirty (30) pax for sea transfers</li> <li>4. Ferry boat fare for a maximum of thirty (30) pax (round trip)</li> </ol> <p><i>Note: bidder must present the OR and CR of the van/minibus on the Post-Qualification Conference</i></p>
<b>Accommodation</b>	Thirty (30) single-occupancy rooms (deluxe room or its equivalent) <ul style="list-style-type: none"> <li>• Must be in a DOT-Accredited Business Class/Standard Hotel or its equivalent</li> <li>• 7 days / 6 nights</li> <li>• With daily complimentary breakfast</li> </ul>
<b>Tour/Activities</b>	<ol style="list-style-type: none"> <li>1. Book, conduct, coordinate in advance with establishments, provide interactive/experiential tours and activities for maximum of 30 pax</li> <li>2. Cover entrance fees, environmental fees, and other fees as needed.</li> <li>3. Provide alternative itinerary or activity in case of fortuitous event and other force majeure, subject to TPB’s approval</li> <li>4. Tour dates and activities are subject to change based on recommendation of TPB and DOT Regional Offices involved.</li> </ol>
<b>Meals</b>	<ol style="list-style-type: none"> <li>1. Incentivized lunch and dinner for a maximum of thirty (30) pax <ul style="list-style-type: none"> <li>• With one (1) round of drinks (choice of water, juice, or soft drinks)</li> <li>• Menu must include at least four (4) viands of local cuisines and delicacies of the province/region</li> <li>• Three (3) cultural performances as indicated in each province: <ol style="list-style-type: none"> <li>a. Siargao – Welcome Dinner</li> <li>b. Surigao del Norte – Welcome Dinner</li> <li>c. Dinagat Island – Welcome Dinner</li> </ol> </li> </ul> </li> <li>2. AM and/or PM Snack (on board)</li> </ol>

	<ul style="list-style-type: none"> <li>• Must be a local delicacy</li> <li>• Must be well prepared or packed well</li> </ul> <p>3. Provision of water refill in each van (except luggage van)</p> <p><i>Note: Menu is subject to TPB's approval</i></p>
<b>Travel Insurance</b>	Comprehensive Travel Insurance for a maximum of thirty (30) pax inclusive of coverage for COVID-19 worth Php100,000.00
<b>Tour Giveaways</b>	<p>1. Thirty (30) tour kits amounting to Php700.00/kit, must include the following:</p> <ul style="list-style-type: none"> <li>• One (1) pouch bag that can fit the following items (minimum size – 10in x 10in x 1in): <ul style="list-style-type: none"> <li>a. One (1) face towel (approx. 12 in x 12in)</li> <li>b. One (1) paper soap with container</li> <li>c. One (1) 30ml 70% isopropyl alcohol in spray bottle</li> <li>d. One (1) 10ml mint breathe spray</li> <li>e. One (1) small insect repellent lotion</li> <li>f. One (1) small face and body sunblock</li> </ul> </li> </ul> <p>2. Three (3) pillow gifts amounting to Php2,500.00 per pax</p> <ul style="list-style-type: none"> <li>• Must be unique to the provinces featured</li> <li>• Must not show the tour operator's logo</li> <li>• Items are subject for TPB's approval</li> </ul>
<b>Documentation</b>	<p>One (1) professional videographer and one (1) professional photographer to cover the tour proper.</p> <p>Output required:</p> <ol style="list-style-type: none"> <li>1. Consolidated photos and videos (edited and raw)</li> <li>2. stored in an external drive, which will be turned over to TPB after the tour.</li> <li>3. One (1) 90-second AVP</li> <li>4. One (1) 3-minute AVP</li> <li>5. One (1) 5-minute AVP</li> </ol>
<b>Others</b>	<p>Tour Operator must also provide the following:</p> <ul style="list-style-type: none"> <li>• Tour Booklet to include the itinerary with brief description of each destination, directory of TPB and DOT representatives, and other details that may be deemed necessary (content subject for TPB's approval).</li> </ul> <p>Tour Booklet to be available in hard copy, included in the tour kit, and soft copy that can be accessed via QR code.</p> <ul style="list-style-type: none"> <li>• Provision of one (1) tour coordinator and three (3) regional tour guide to accompany the group for the whole duration of the trip. Tour Coordinator must have handled at least 3 groups with domestic participants.</li> </ul> <p>CV of Tour Coordinator must be submitted with the list of groups handled/assisted together with the technical bid.</p> <p>Tour Guide must be DOT-Accredited, with a Certificate of Accreditation and a CV to include the list of groups, to be submitted</p>

	<p>five (5) days before the scheduled trip. (1 tour guide for every 10 guests).</p> <ul style="list-style-type: none"> <li>• Printing of four (4) 3ft x 5ft tour banners for photo opportunities during the tour (layout subject for TPB’s approval).</li> <li>• Budget for incidental expenses amounting to Fifty Thousand Pesos only (Php50,000.00) to cover any onsite related expenses subject to TPB’s approval.</li> </ul>
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<b>LOT 4: SITE VALIDATION</b>	
<b>Number of Participants</b>	Maximum of five (5) pax per leg
<b>Air ticket</b>	<p><b>Leg 1:</b> Manila – Virac (VRC) or Naga (WNP) – Manila</p> <p><b>Leg 2:</b> Manila – Dumaguete (DGT) or Bacolod (BCD) – Manila</p> <p><b>Leg 3:</b> Manila – Siargao (IAO) or Surigao (SUG) – Manila</p> <ul style="list-style-type: none"> <li>• Economy class</li> <li>• With 20kg baggage allowance per way for each air ticket</li> <li>• Rebookable, and refundable</li> </ul>
<b>Transportation</b>	<ol style="list-style-type: none"> <li>1. One (1) van (2018 model or newer) per leg: <ul style="list-style-type: none"> <li>• Inclusive of gas, parking fees, and overtime fees</li> <li>• Should have adequate number of umbrellas for the guests</li> <li>• On-board basic first aid kit per van</li> <li>• With professional driver familiar with the route</li> <li>• Route: <ul style="list-style-type: none"> <li>Airport-hotel-airport transfers</li> <li>Hotel-site validation-hotel</li> </ul> </li> </ul> </li> <li>2. Ferry boat fare for a maximum of 5 pax (round trip), if applicable</li> </ol> <p><i>Note: bidder must present the OR and CR of the van/minibus on the Post-Qualification Conference</i></p>
<b>Travel Insurance</b>	Comprehensive Travel Insurance for TPB pax with coverage for Covid-19 worth Php100,000.00
<b>Accommodation</b>	<p>Five (5) single-occupancy room (standard room or its equivalent) per leg</p> <ul style="list-style-type: none"> <li>• Must be in a DOT-Accredited establishment</li> <li>• 4 days / 3 nights</li> <li>• With daily complimentary breakfast</li> </ul>
<b>Meals</b>	Meals amounting to Php1,000.00 /pax /meal x 4 days per leg
<b>Others</b>	Budget for incidental expenses in the amount of Php10,000.00 per leg to cover any onsite related expenses subject to TPB’s approval.



#### IV. PROJECT IMPLEMENTATION SCHEDULE

LOT	DESTINATIONS	INDICATIVE DATES
1	Catanduanes – Camarines Norte – Camarines Sur	18-24 August 2024
2	Negros Oriental – Negros Occidental – Siquijor	15-21 September 2024
3	Surigao Del Norte – Dinagat Islands	10-16 November 2024
4	Site validation	
	Leg 1: Catanduanes – Camarines Norte – Camarines Sur	28-31 May 2024
	Leg 2: Negros Oriental – Negros Occidental – Siquijor	14-15 June 2024
	Leg 3: Surigao Del Norte – Dinagat Islands	25-28 June 2024

#### V. GENERAL INCLUSIONS

1. Assistance in preparing/securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon 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.
4. ***Tour activities and/or schedules/dates may still be changed*** according to the recommendations of the DOT Regional Office involved.

#### VI. QUALIFICATIONS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws.
2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids.
3. Must have a minimum of 3 years’ experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes.
4. Must have expertise in organizing and coordinating travel arrangements, depending on the lot being bid for.

#### VII. TERMS OF PAYMENT

Payment for all lots will be in tranches given the delivery of its corresponding milestone/s detailed below:

TRANCHE	MILESTONE	AMOUNT
1 <sup>st</sup> Tranche	Acceptance of Final Itinerary	15% of the total contract price
2 <sup>nd</sup> Tranche	Completion of domestic air tickets and confirmed accommodation	40% of the total contract price
3 <sup>rd</sup> Tranche	Completion of deliverables with the submission of Expense Report and its supporting documents and Certification of Project Completion	45% of the total contract price

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

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

Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

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

The total approved budget for the four (4) Lots is **NINE MILLION PESOS ONLY (PhP9,000,000.00)** inclusive of all applicable tax and fees.

<b>LOT</b>	<b>DESTINATIONS</b>	<b>AMOUNT</b>
1	Catanduanes – Camarines Norte – Camarines Sur	PhP2,500,000.00
2	Negros Oriental – Negros Occidental – Siquijor	PhP2,700,000.00
3	Surigao Del Norte – Dinagat Islands	PhP3,000,000.00
4	Site validation for 3 legs	PhP800,000.00
	<b>TOTAL</b>	<b>PHP9,000,000.00</b>

#### **X. CONTACT INFORMATION**

**CESAR R. VILLANUEVA**

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