

TECHNICAL SPECIFICATIONS

PROCUREMENT OF TOUR OPERATOR SERVICES FOR THE IMPLEMENTATION OF THE CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM

SUSTAINABLISEA: SPSF x TPB Create Hope: Bridging Sustainable Tourism with Environmental Welfare and Community Empowerment / CSR Palawan

05-07 June 2024

I. BACKGROUND

As an effort to support the celebration of the Philippine Environment Month and World Environment Day this June 2024, the Tourism Promotions Board (TPB) through its Corporate Social Responsibility (CSR) Program will conduct a collaborative initiative with the Save Palawan Seas Foundation (SPSF) on 05-07 June 2024. This CSR project will take place in Barangay Casian, encompassing Calabugtong Island, the base of SPSF's operations, and Barangay Batas in Taytay, Palawan and will entail different environmental activities such as marine awareness seminar, coral propagation, mangrove planting, and coastal clean-up. A community assistance through donation of solar lights and educational materials will also be part of this CSR project.

This collaboration with SPSF will be joined by (14) TPB volunteers (2) DOT/LGU officers, and volunteers from the partnered NGO.

In view of the above, the Corporate Planning and Business Development Department (CPBDD) needs services of a tour operator who will help and assist in the implementation of the said CSR activity, based on the rough itinerary prepared by TPB.

II. OBJECTIVES

- Preserve marine ecosystems in Taytay, Palawan, through active community involvement in conservation efforts.
- Raise awareness about marine conservation issues and empower local communities to participate in conservation endeavors.
- Foster sustainable tourism practices that benefit both the environment and the local economy.
- Enhance community safety and security by providing illumination in critical areas.
- Extend productive hours for economic and social activities, promoting local livelihoods.
- Promote sustainable energy practices and environmental conservation, reducing reliance on fossil fuels.
- To highlight the importance of education through the provision of materials and resources to the students in Taytay, Palawan;
- To give importance to the hard-to-reach communities of the Philippines;
- To immerse with the people and culture of Cuyonon/Cuyonin in Taytay, Palawan;
- To cultivate the culture of giving and volunteerism among TPB personnel; and;
- To comply with GCG Memorandum Circulars 2012-07 and 2015-07 which require GOCCs to include their interaction with communities and other corporate social responsibility activities in their adherence to the Code of Corporate Governance

III. SCOPE OF WORK

The TPB shall procure the services of a tour operator/travel agent for the provision of the following requirements:

I. SITE VALIDATION

REQUIREMENTS	PARTICULARS	REMARKS
A. TWO (2) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)	<ul style="list-style-type: none"> • 23 MAY 2024, MNL-EL NIDO T60112 05:10-06:40 • 24 MAY 2024, EL NIDO – MNL T60147 17:25-18:55 	<ul style="list-style-type: none"> a. All Economy Class b. With 20KG check-in baggage allowance per pax per way. c. Comprehensive Travel Insurance for TPB and DOT Representatives d. Refundable, Rebookable.
B. LAND TRANSPORTATION	<ul style="list-style-type: none"> • Estimated routes: El-Nido-Taytay-Sibaltan-El Nido • Whole 2-day rental of one (1) van (2019 model or newer) • Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses. • Maximum of 15 hours per day inclusive of overtime and drivers' fee. • Preferably Commuter Van/Super Grandia/13-15 seater van 	<ul style="list-style-type: none"> a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. Daily disinfection of vehicles and always ensure cleanliness. c. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints d. Drivers should have strong navigation skills, always in proper attire or uniform. e. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache,

		<p>antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</p> <p>f. 2 gallons of distilled mineral water stand-by in each vehicle</p> <p>g. Itinerary and van assignment to be provided by TPB.</p> <p>h. Project Name signage on the vehicle should be provided.</p>
<p>C. RENTAL OF PRIVATE SPEEDBOAT</p>	<ul style="list-style-type: none"> • Rental of 1 private speedboat for 23-24 May 2024. • Estimated route: Sibaltan-Taytay-Sibaltan • Capacity: 10-20 pax • Inclusive of allowances and meals of the boat captain and crews • Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses • Maximum of 15 hours per day inclusive of overtime and captain and crews' fees. 	<p>a. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</p> <p>b. Safety life vests should always be available and in best condition</p> <p>c. Emergency kits/ tools available and in best condition (such as flashlights, whistle, etc)</p> <p>d. Daily disinfection of boats and always ensure cleanliness.</p> <p>e. Captain and crew should have strong navigation skills, always in proper attire or uniform.</p> <p>f. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</p> <p>g. 2 gallons of distilled mineral water stand-by in each boat per day</p> <p>h. Itinerary to be provided by TPB.</p> <p>i. Project Name signage on the vehicle should be provided.</p>

<p>D. HOTEL ACCOMODATION</p>	<ul style="list-style-type: none"> • Location: Within the areas of Sibaltan or Taytay Island • 1 Standard/Deluxe Room or its equivalent, twin-sharing <p>Check-in: 23 May 2024 Check-out: 24 May 2024</p>	<ul style="list-style-type: none"> a. Able to allow early-check in on 23 May 2024 and late check-out on 24 May 2024 b. Inclusive of breakfast c. Provision of hot and cold shower d. With mini ref with freezer e. Complimentary Wi-Fi access per room f. Complimentary drinking water, replenished daily g. In-room safe h. Preferably with mini kitchen and sink
<p>E. MEALS</p>	<p>Provision of meals (AM snacks, Breakfast, Lunch, PM snack, and dinner) for 2 TPB and 4 DOT/LGU/SPSF Personnel from 23-24 May 2024.</p>	<ul style="list-style-type: none"> a. Menu and Restaurants are subject to the approval of TPB. b. Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.
<p>F. MISCELLANEOUS EXPENSES</p>	<p>Inclusive of communication expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other on-site related expenses worth <u>Php5,000.00</u></p>	

II. ACTUAL CSR PROJECT IMPLEMENTATION

REQUIREMENTS	PARTICULARS	REMARKS
<p>G. FOURTEEN (14) ROUND-TRIP AIRTICKETS (MNL-EL NIDO-MNL)</p>	<ul style="list-style-type: none"> • 05 JUNE 2024, MNL-EL NIDO T60112 05:10-06:40 • 07 JUNE 2024, EL NIDO – MNL T60147 17:25-18:55 	<ul style="list-style-type: none"> a. All Economy Class b. With 20KG check-in baggage allowance per pax per way. c. Comprehensive Travel Insurance for TPB and DOT Representatives d. Refundable, Rebookable.

<p>H. LAND TRANSPORTATION</p>	<ul style="list-style-type: none"> • Estimated routes: El-Nido-Taytay-Sibaltan-El Nido • Whole-day rental of two (2) van (2019 model or newer) on 05 and 07 June 2024 • Must include driver's fee as well as his food and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses. • Maximum of 15 hours per day inclusive of overtime and drivers' fee. • Preferably Commuter Van/Super Grandia/13-15 seater van 	<ol style="list-style-type: none"> a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. Daily disinfection of vehicles and always ensure cleanliness. c. Vehicles must be equipped with the following: climate control or air-conditioning, PA system and CCTVs; on-board insurance and 3rd party liability insurance; with universal sliding windows and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints d. Drivers should have strong navigation skills, always in proper attire or uniform. e. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). f. 2 gallons of distilled mineral water stand-by in each vehicle g. Itinerary and van assignment to be provided by TPB. j. Project Name signage on the vehicle should be provided.
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<p>I. RENTAL OF PRIVATE SPEEDBOAT</p>	<ul style="list-style-type: none"> • Rental of 2 private speedboats for 05-06 June 2024. • Estimated route: Sibaltan-Taytay-Sibaltan areas • Capacity: 10-20 pax • Inclusive of allowances and meals of the boat captain and crews • Inclusive of gas, fares, terminal fees, porter fees, environmental fees, and other miscellaneous expenses • Maximum of 15 hours per day inclusive of overtime and captain and crews' fees. 	<ol style="list-style-type: none"> a. Speedboats maintained in accordance with the Philippine laws on technical safety requirements of vehicles. b. Safety life vests should always be available and in best condition c. Emergency kits/ tools available and in best condition (such as flashlights, whistle, etc) d. Daily disinfection of boats and always ensure cleanliness. e. Captain and crew should have strong navigation skills, always in proper attire or uniform. f. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). g. 2 gallons of distilled mineral water stand-by in each boat per day h. Itinerary to be provided by TPB. i. Project Name signage on the vehicle should be provided.
<p>J. HOTEL ACCOMODATION</p>	<p>Total of 8 rooms per accommodation:</p> <p style="text-align: center;">❖ Sibaltan or Taytay Area</p> <ul style="list-style-type: none"> - Two (2) Standard/Deluxe Room or its equivalent, Single Occupancy. - Four (4) Standard/Deluxe Room or its equivalent, twin-sharing - Two (2) Standard/Deluxe Room or its equivalent, triple-sharing 	<p>❖ Sibaltan or Taytay Area</p> <ol style="list-style-type: none"> a. Able to allow early-check in on 05 June 2024 and late check-out on 06 June 2024. b. Inclusive of breakfast c. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM d. Provision of hot and cold shower e. With mini ref with freezer f. Complimentary Wi-Fi

	<p>Check-in: 05 June 2024 Check-out: 06 June 2024</p> <p>❖ El Nido Proper</p> <p>-Two (2) Standard/Deluxe Room or its equivalent, Single Occupancy. - Four (4) Standard/Deluxe Room or its equivalent, twin-sharing - Two (2) Standard/Deluxe Room or its equivalent, triple-sharing</p> <p>Check-in: 06 June 2024 Check-out: 07 June 2024</p>	<p>access per room</p> <p>g. Complimentary drinking water replenished daily.</p> <p>h. In-room safe</p> <p>i. Preferably with mini kitchen and sink</p> <p>❖ El Nido Proper</p> <p>a. Able to allow late check-in on 06 June 2024 (6PM onwards) and late check-out on 07 June 2024 (3PM)</p> <p>b. Inclusive of breakfast</p> <p>c. Can allow breakfast buffet or serving as early as 5AM or packed breakfast to be provided to guests as early as 5AM</p> <p>d. Provision of hot and cold shower</p> <p>e. With mini ref with freezer</p> <p>f. Complimentary Wi-Fi access per room</p> <p>g. Complimentary drinking water, replenished daily</p> <p>h. In-room safe</p> <p>i. Preferably with mini kitchen and sink</p>
<p>K. MEALS</p>	<p>Provision of meals for 16 TPB and DOT Personnel from 05-07 June 2024.</p> <ul style="list-style-type: none"> • 05 June 2024 -AM Snack -Lunch -Dinner • 06 June 2024 -PM Snacks -Dinner 	<p>c. Menu and Restaurants are subject to the approval of TPB.</p> <p>d. Check with Hotel/Resort if they can accommodate the PM snacks for 06 and 07 June 2024.</p>

	<ul style="list-style-type: none"> • 07 June 2024 -AM Snacks -Lunch -PM Snacks 	
L. PHOTO AND VIDEO DOCUMENTATION	<ul style="list-style-type: none"> • Provision of 1 professional photographer/videographer to cover the CSR proper with the following output: <ul style="list-style-type: none"> -200-250 color-enhanced photos -1-2 minutes event highlight videos (short version for pre-events) -Submission of raw videos and photos • Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive (outputs are subject for approval of TPB) 	a. Meals, Accommodation, and Transportation of Photographers / Videographers are c/o Tour Operator
M. VOLUNTEERS KITS	<p>Provision of safety kits for volunteers to include the following items:</p> <ul style="list-style-type: none"> - 1 Dry bag - 1 50ml Insect repellent - 1 50g of Sunscreen (Reef-safe) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints - 1 50ml. 70% isopropyl alcohol spray in a bottle 	To be delivered on or before 20 May 2024
N. MANAGEMENT FEE FOR THE TOUR OPERATOR	<ul style="list-style-type: none"> • Organize a half-day El Nido Tour for 16 pax on 07 June 2024, inclusive of all fees and expenses. • Provision of two (2) tour coordinator/tour guide to co-lead the implementation of the project • Close coordination with DOT-Region IV-B MIMAROPA, Save Palawan Seas 	<ul style="list-style-type: none"> a. Preferably based and familiar in El Nido or Taytay Palawan b. Tour Coordinator must have at least three (3) years relevant experience. c. Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid.

	<p>Foundation, LGU and beneficiaries</p> <ul style="list-style-type: none"> • To ensure special requests such as late check-in/check-out and packed breakfast or pm snacks, etc. are arranged with hotel/restaurant • To ensure that itinerary is followed and on-time • Inclusive of payment for entrance fees and environmental fees (if applicable) 	d. Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.
O. MISCELLANEOUS EXPENSES	Inclusive of communication expenses, coordination meetings, excess baggage, entrance fees, environmental fees, snacks on the road, supplies, emergency fund, and other on-site related expenses worth Php25,000	

*Indicative/Tentative Dates only

*Itinerary is subject to change without prior notice.

IV. IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT

DATE: 05-07 June 2024 (tentative dates)

LOCATION: El Nido and Taytay, Palawan

NO. OF PARTICIPANTS:

- **Organizers**
 - 14 TPB Personnel
 - 2 DOT Region II Officers/LGU Personnel

V. OTHER TERMS AND CONDITIONS

1. Preferably based in El Nido or Taytay Palawan
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and the organizers.

VI. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated and legally registered transportation/ tour operator company under Philippine laws
2. Engaged in the travel and tour operator business for at least three (3) years

3. Must be DOT-Accredited

VII. APPROVED BUDGET FOR CONTRACT

SEVEN HUNDRED THOUSAND PESOS ONLY (PHP700,000.00) inclusive of all applicable fees and taxes.

VIII. TERMS OF PAYMENT:

1. Willing to provide services on a “send-bill” arrangement based on the entire actual cost.
2. Preferably has a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.
3. Payment shall be made within 30 working days upon submission of the Statement of Account, after the conclusion of the event, so long as there are no additional documentary requirements or billing concerns;

Please send the billing statement to:

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer

Tourism Promotions Board Philippines

4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104

IX. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

X. PROJECT OFFICERS' CONTACT INFORMATION

For particulars, please contact:

THYRRISE DHENICE S. JUAN

Project Officer

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SHARMAINE JOY P. ABELON

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