

**Annex A: TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE
2nd PHILIPPINE TOUR GUIDES CONFERENCE**

I. BACKGROUND

Philippine Tour Guide plays a vital role in developing a holistic sustainable, unique experience and fun travel of every tourist. Tour Guides significant role in the tourism industry under Republic Act 9593 or Tourism Act of 2009 in promoting, marketing and creating a favorable image of the country and contributes enriching Philippine experience for local and foreign visitors.

After the success of PH Tour Guides Hybrid Conference last 2023, the Tourism Promotions Board (TPB) Philippines in partnership with the Philippine Federation of Professional Tour Guides, Inc. (TGFed) will continue the **2nd PH TOUR GUIDES CONFERENCE** on 4-12 June 2024 at Tacloban City and intensify the Philippine Experience from Luzon to Visayas on June 4- 8, 2024 through “**PHILIPPINE TOUR GUIDES CARAVAN 2024**” which will cover untapped destinations of Bicol Region, Eastern Visayas and CARAGA at the same time celebrating the National Tour Guides Day by virtue of Proclamation No. 574, 2023 every second Monday of June.

II. Objectives

Specifically, the 2nd **PHILIPPINE TOUR GUIDES CONFERENCE** aims to:

1. To foster the importance of Filipino Brand Service and Excellence
2. To understand the Key, Strategic and Emerging Markets of the Philippines
3. To understand the existing and emerging markets of the Philippines

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 small value based on one (1) lot identified below:

LOT#	<u>Details</u>	ABC PhP
<p><u>JUNE 04-12</u> <u>Indicative</u> <u>Dates</u></p>	<p>Minimum Guarantee: 150 pax Maximum: 200 pax</p> <p>TRANSPORTATION PRE-TOUR ACTIVITY (CARAVAN) One (1) Tourist Bus from Manila to Tacloban City (RT) From June 04 – June 09, 2024 with comfortable toilet.</p> <p>CONFERENCE PROPER Conference Kits for 200 pax (Tote Bag 14H x 17L x 4W different colors/Ballpen/Notebook/ Program) Note: Designs is subject for approval of TPB.</p> <p>TRANSPORTATION <i>Provision of Shuttle vans on the following dates:</i> 3 VAN on June 08, 2024 (8-10 hours rental) <i>Route: Airport to Tacloban City in and Palo including Airport.</i> 5 VANS on June 09, 2024 (8-10 hours rental) <i>Route: Airport to Tacloban City in and Palo including Airport.</i></p>	<p>1,000,000.00</p>

2 VANS on June 10, 2024 (8-10 hours rental) for VVIPs and Resource Speakers
Route: Airport- Hotel – Tacloban City- Palo and Airport

2 VANS on June 11, 2024 (8-10 hours rental) back-up van and shuttle
Route: Airport to Tacloban City in and Palo including Airport.

3 VANS on June 12, 2024 (8-10 hours rental) *transfers from Hotel, Kalanggaman to Airport*

Note: vans must be 2020 model or newer) or minibus with driver (inclusive of gas, parking fees and overtime fees.)

Tour Activities for VIPs/ Resource Speaker

- A. Paranas Boat Ride for 10 pax
- B. Sohoton Cave and Natural Bridge Park for 10 pax
- C. Country side Tour for 10 pax

FOR THE DELEGATES

Cruise ship activity at San Juanico Bridge
Incentivized Dinner **with 15 minutes cultural and musical entertainment showcasing the local culture of Eastern Visayas** during the incentivized dinner amounting to *Php1,000.00 per pax/ meal for 200 pax*

Note: Dinner all throughout the duration of the tour with one (1) round of drinks or

beverage. The supplier must submit the approved menu 5 days before the actual implementation subject for approval of TPB.

During PRE-TOUR Activity of the Delegates

Conference Mass a Tribute to Victim of Haiya

Provision of Meals during the CARAVAN

PhP1, 500.00 meals per pax covering (Lunch and Dinner) from June 04-08, 2024.

No. of pax: 20

Meal requirements: Buffet Meals or family style

Note: The supplier must submit the approved menu 5 days before the actual implementation subject for approval of TPB.

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.)

Provision of Stand-by paramedics on-site

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive / 3 tpb copies

	<p>after the tour module and one (1) external hard drive (subject for approval of TPB)</p> <p>Services of a DOT-accredited local or Regional Tour Guide (Ratio 1 Bus = 1 Tour Guide) total 4 RTG</p> <p>For the RESOURCE SPEAKER <i>Honorarium for six (6) resource speakers amounting to PhP5,000.00 Tokens for five (5) VIPs and six 6 (Resource Speakers) amounting to PhP2,500.00)</i></p> <p>Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP100,000.00 <i>(possible additional meals for peace and security personnel, performers, environmental fees, Hena Tadoo for 3 hours during the welcome dinner.</i></p>	
		1,000,000.00

IV. Project Implementation Schedule

LOT#	DESTINATION	DATES
1	TACLOBAN CITY	June 4-12, 2024

V. ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at **no additional cost**.
3. Willing to provide services on a “send-bill” arrangement.
4. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB ***based on the actual cost per pax***.

Bidders Qualification

- A. The bidder must be a Filipino-owned, operated and legally registered Tour Operator/ Destination Management Company/ Travel Agency under Philippine laws and must be in operation in the last three (3) years handling similar projects.
- B. The bidder must be a DOT Accredited Tour Operator/Destination Management Company/ Travel Agency.

VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the one **(1) Lot** is **ONE MILLION PESOS (PhP1,000,000.00)** inclusive of all applicable tax and fees.

VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services

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

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

IX. CONTACT INFORMATION

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