

## TECHNICAL SPECIFICATIONS

### SERVICES OF A TOUR OPERATOR EAMI TRAVEL TRADE AND MEDIA FAMILIARIZATION TRIPS 4<sup>th</sup> Quarter 2024

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#### I. BACKGROUND

As part of the Board-approved programs of the Tourism Promotions Board for FY 2024 and in an effort to boost the number of travel trade agents offering the Philippines in their Asia portfolio, the Europe, Africa, the Middle East, and India (EAMI) Division will be conducting Travel Trade and Media Familiarization Trips for the British, German, and Indian Markets covering various tourism destinations focused on leisure, adventure, dive, wellness, culinary, and heritage. These familiarization trips are curated experiences designed to introduce the diverse and captivating aspects of the country.

A familiarization tour is recommended for them to have first-hand experience and amplify their product knowledge about the country. The team, in coordination with the Department of Tourism Foreign Offices and Market Representative of the said markets, will be inviting 5-8 participants consisting of travel agents, tour operators, and trade media partners. The event aims for the participants to discover new destinations in the country aside from the top attractions travelers may opt to visit. Furthermore, it will help maintain awareness and continuously entice these markets to opt for the Philippines as their travel destination. Recommended destinations for the famtrip are Manila, Dumaguete, Siquijor, Siargao, Batangas, and Bicol. For a more productive famtrip, we shall endeavor to hold a B2B networking lunch with handpicked Philippine stakeholders to be held strategically in between destinations.

Participants will visit popular tourist destinations, lesser-known gems, and cultural sites. They will explore the bustling capital city of Manila, relax on pristine beaches of Dumaguete and Siquijor, venture into the adrenaline-rush of exciting activities in Bicol and Siargao, or discover Filipino heritage and signature style of wellness in Batangas.

#### II. OBJECTIVES

The objectives of the invitational tours are as follows:

- To introduce new destinations for travel trade participants to update their existing portfolio of Philippine tourism offerings;
- To increase the number of travel agents and tour operators offering Philippines; and,
- To link local suppliers to participating agents that will lead to increased conversion of business; and
- To develop visual and creative content by travel media participants that can be used to promote new tourist circuits for the British, German, and Indian markets.

### III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES

MODULES	INDICATIVE DATE OF IMPLEMENTATION	NO. OF PAX	ABC
<b>LOT 1: MANILA, DUMAGUETE, AND SIQUIJOR</b> UK Travel Trade and Media Familiarization Trip	25 November to 06 December 2024	<b>6 pax</b> 5 participants (with International Airfare) + 1 TPB Project officer (no International Airfare)	Php 2,000,000.00
<b>LOT 2: MANILA, BATANGAS, AND SIARGAO</b> Germany Travel Trade and Media Familiarization Trip	30 November to 08 December 2024	<b>6 pax</b> 5 participants (with International Airfare) + 1 TPB Project officer (no International Airfare)	Php 2,000,000.00
<b>LOT 3: MANILA, BATANGAS, AND BICOL</b> India Travel Trade and Media Familiarization Trip	30 November to 09 December 2024	<b>8 pax</b> 7 participants (with International Airfare) + 1 TPB Project officer (no International Airfare)	Php 2,000,000.00

- The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB.
- Secured sponsorship or discounted rates should be deducted from the total expenses.
- Itinerary and dates are subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations.

<b>LOT 1: MANILA, DUMAGUETE, AND SIQUIJOR</b> UK Travel Trade and Media Familiarization Trip 25 November to 06 December 2024		<b>ABC</b> <b>PHP 2,000,000.00</b>
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b>PARTICIPANTS</b>	Total number of participants: six (6) pax <ul style="list-style-type: none"> <li>● 5 UK travel trade and media participants with/without DOT UK Staff</li> </ul>	Note: For excess in the number of participants, the winning tour operator

	<ul style="list-style-type: none"> <li>● 1 TPB Project Officer</li> </ul>	<p>shall charge the TPB based on the rate of the tour package computed per pax.</p>
<p><b>TRANSPORTATION</b></p>	<p><b>A. Roundtrip Air Tickets</b></p> <ol style="list-style-type: none"> <li>1. Roundtrip International and Domestic Air Tickets for five (5) pax</li> </ol> <p>Routes:</p> <ol style="list-style-type: none"> <li>a. London – Manila - London</li> <li>b. Manila – Dumaguete - Manila</li> </ol> <ol style="list-style-type: none"> <li>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax)</li> </ol> <p>Route: Manila - Dumaguete-Manila</p>	<ul style="list-style-type: none"> <li>● Regular economy</li> <li>● Re-bookable</li> <li>● Re-routable</li> <li>● Refundable</li> <li>● With 30 kilos baggage allowance per sector (except for TPB Project Officer with 20 kilos baggage allowance)</li> <li>● Inclusive of all applicable taxes</li> <li>● Subject to the terms and conditions of the airlines</li> </ul>
	<p><b>B. Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</b></p> <ol style="list-style-type: none"> <li>1. One (1) unit of a coaster</li> <li>2. One (1) additional van for luggage for 2 days (inclusive of driver and gas)</li> </ol> <ul style="list-style-type: none"> <li>● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i></li> <li>● <i>Vehicle year model must be at least 2018 or newer.</i></li> <li>● <i>Must be equipped with:</i> <ul style="list-style-type: none"> <li>- <i>Climate control or air-conditioning, PA system, and dashcam (front and back)</i></li> <li>- <i>With safety belts for all seats</i></li> <li>- <i>GPS or Waze and charge units for phones</i></li> </ul> </li> <li>● <i>Must be a DOT-accredited and/or PATTO-accredited vehicle</i></li> </ul>	<ul style="list-style-type: none"> <li>● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.</li> </ul>

	<ul style="list-style-type: none"> <li>● <i>Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator.</i></li> </ul>	
	<p><b>C. Provision of Roundtrip Ferry Tickets for seven (6) pax</b></p> <p>Route: Dumaguete – Siquijor – Dumaguete</p>	Preferably Ocean Jet Ferry Business Class
<b>TRAVEL INSURANCE</b>	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for six (6) pax	
<b>ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>● Must be a DOT-accredited establishment in Manila, Dumaguete, and Siquijor.</li> <li>● Deluxe / 4 to 5-star category with upscale facilities.</li> <li>● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</li> <li>● Provision of six (6) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for ten (10) nights.</li> <li>● Provision for early check-in and/or late checkout based on the itinerary.</li> <li>● Preferably with welcome amenities in the room upon check-in.</li> </ul>	<p>Preferred accommodations:</p> <p>Manila, Makati or BGC (3 nights): Deluxe Hotel located within 12 kms from NAIA</p> <p>Dumaguete (4 nights): Deluxe Beach Resorts / Boutique Resort within 25 kms from Dumaguete-Sibulan Airport</p> <p>Siquijor (3 nights): Deluxe Beachfront Resort / Boutique Resort</p>

<p><b>MEALS AND BEVERAGES</b></p>	<p><b>Provision of Full board meals throughout the trip</b></p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for six (6) pax for the whole duration of the trip.)</p> <p>*Must be able to provide meals based on participants' dietary restrictions (e.g. Vegetarian, halal). Final list of dietary restrictions to be confirmed.</p> <ul style="list-style-type: none"> <li>● Lunch @ PHP 1,000/pax/day x 6 pax x 11 days</li> <li>● Dinner @ PHP 1,500/pax/day x 6 pax x 10 days</li> <li>● Snacks / Local Treats @ P300/pax/day x 6 pax x 11 days</li> </ul>	<ul style="list-style-type: none"> <li>● With one round of beverages per meal.</li> <li>● Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal.</li> <li>● If a plated meal, there should be at least 3 viands.</li> <li>● Ensure provision of dietary requirements.</li> <li>● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
<p><b>TOURS AND ACTIVITIES</b></p>	<p>Provision of interactive and experiential tours, and activities for six (6) pax</p> <p><i>**Please refer to the itinerary of the group**</i></p>	<ul style="list-style-type: none"> <li>● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices.</li> <li>● Inclusion of all entrance, environmental, gears, and other applicable fees</li> <li>● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.</li> <li>● The final itinerary should be approved by the TPB and must</li> </ul>

		<p>adhere to existing health and safety protocols.</p>
<p><b>TOUR KITS</b></p>	<p>Provision of incentivized sustainable tour kits for six (6) pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> <li>● 500 ml reusable and sustainable water tumbler</li> <li>● One (1) pack of facial tissue</li> <li>● One (1) pack of wet wipes (biodegradable bamboo fiber material)</li> <li>● 50 ml. of 70% ethyl alcohol in a spray bottle</li> <li>● Mints</li> <li>● Mosquito repellent in spray</li> <li>● Sunblock</li> <li>● Disposable hooded emergency raincoat</li> <li>● One (1) sun visor/hat</li> <li>● Cold towels</li> <li>● Customized luggage tags (design is subject to TPB's approval)</li> </ul>	<ul style="list-style-type: none"> <li>● Provide labels and descriptions (for what illness) for the medicine set</li> </ul>

<p><b>TOUR BOOKLET, SIGNAGES AND BANNER</b></p>	<ul style="list-style-type: none"> <li>● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB)</li> <li>● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.</li> <li>● Provision of a tour banner for a group picture</li> </ul>	<ul style="list-style-type: none"> <li>● Placing the tour operator/supplier's logo is not allowed.</li> <li>● Banner to be designed by TPB and printed out by the tour operator.</li> </ul>
<p><b>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</b></p>	<p>One (1) Licensed DOT-Accredited English-speaking tour guide</p> <p>The DOT-Accredited English-speaking tour guide:</p> <ul style="list-style-type: none"> <li>● Must have handled at least (1) foreign tour group.</li> <li>● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.</li> </ul>	
<p><b>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</b></p>	<ul style="list-style-type: none"> <li>● Provision of one (1) photographer/videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)</li> <li>● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative.</li> </ul>	<ul style="list-style-type: none"> <li>● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal.</li> <li>● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</li> </ul>

	<ul style="list-style-type: none"> <li>● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.</li> </ul>	
<b>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</b>	Provision of curated sustainable destination-based tokens for six (6) pax	<ul style="list-style-type: none"> <li>● Placing the tour operator/supplier's logo is not allowed.</li> <li>● Proposed tokens and designs are subject to TPB's approval.</li> </ul>
<b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b>	<ul style="list-style-type: none"> <li>● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</li> <li>● Provision for emergency expenses worth PHP 40,000.00.</li> <li>● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.</li> <li>● Provision of five (5) pocket Wi-Fi units or sim card with unlimited internet data for the participants for the duration of the trip.</li> </ul>	

<b>LOT 2: MANILA, SIARGAO, AND BATANGAS</b>		<b>ABC</b>
Germany Travel Trade and Media Familiarization Trip		<b>PHP 2,000,000.00</b>
30 November to 08 December 2024		
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b>PARTICIPANTS</b>	Total number of participants: six (6) pax	Note:



	<ul style="list-style-type: none"> <li>● 5 German travel trade and media participants with or without DOT Frankfurt staff</li> <li>● 1 TPB Project Officer</li> </ul>	<p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.</p>
<b>TRANSPORTATION</b>	<p><b>Roundtrip Air Tickets</b></p> <ol style="list-style-type: none"> <li>1. Roundtrip International and Domestic Air Tickets for five (5) pax</li> </ol> <p>Routes:</p> <ol style="list-style-type: none"> <li>a. Frankfurt – Manila – Frankfurt</li> <li>b. Manila – Siargao - Manila</li> </ol> <ol style="list-style-type: none"> <li>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax)</li> </ol> <p>Route: Manila - Siargao-Manila</p>	<ul style="list-style-type: none"> <li>● Regular economy</li> <li>● Re-bookable</li> <li>● Re-routable</li> <li>● Refundable</li> <li>● With 30 kilos baggage allowance per International sector for International flights</li> <li>● With 10 kilos baggage allowance per sector for Siargao Flight</li> <li>● Inclusive of all applicable taxes</li> <li>● Subject to the terms and conditions of the airlines</li> </ul>
	<p><b>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</b></p> <ol style="list-style-type: none"> <li>1. One (1) unit of a coaster</li> <li>2. One (1) additional van for luggage for 2 days (inclusive of driver and gas)</li> </ol> <ul style="list-style-type: none"> <li>● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i></li> <li>● <i>Vehicle year model must be at least 2018 or newer.</i></li> <li>● <i>Must be equipped with:</i> <ul style="list-style-type: none"> <li>- <i>Climate control or air-conditioning, PA system, and dashcam (front and back)</i></li> <li>- <i>With safety belts for all seats</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.</li> </ul>

	<p>- GPS or Waze and charge units for phones</p> <ul style="list-style-type: none"> <li>● Must be a DOT-accredited and/or PATTO-accredited vehicle</li> <li>● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator.</li> </ul>	
<b>TRAVEL INSURANCE</b>	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for six (6) pax	
<b>ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>● Must be a DOT-accredited establishment in Manila, Siargao, and Batangas.</li> <li>● Deluxe / 4 to 5-star category with upscale facilities.</li> <li>● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</li> <li>● Provision of six (6) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 10 nights.</li> <li>● Provision for early check-in and/or late checkout based on the itinerary.</li> <li>● Preferably with welcome amenities in the room upon check-in.</li> </ul>	<p>Preferred accommodations:</p> <p>Manila, Makati or BGC (2 nights): Deluxe Hotel located within 12 kms from NAIA</p> <p>Siargao (3 nights): Deluxe Beach Resort / Boutique Resort</p> <p>Batangas (3 Nights): Deluxe Resort / Boutique Resort</p>
<b>MEALS AND BEVERAGES</b>	<p><b>Provision of Full board meals throughout the trip</b></p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for six (6) pax for the whole duration of the trip).</p> <p>*Must be able to provide meals based on participants' dietary restrictions (e.g. Vegetarian, halal). Final list of dietary restrictions to be confirmed.</p>	<ul style="list-style-type: none"> <li>● With one round of beverages per meal.</li> <li>● Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal.</li> <li>● If a plated meal, there should be at least 3 viands.</li> </ul>

	<ul style="list-style-type: none"> <li>● Lunch @ PHP 1,000/pax/day x 6 pax x 9 days</li> <li>● Dinner @ PHP 1,500/pax/day x 6 pax x 8 days</li> <li>● Snacks / Local Treats @ P300/pax/day x 6 pax x 9 days</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure provision of dietary requirements.</li> <li>● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
<b>TOURS AND ACTIVITIES</b>	<p>Provision of interactive and experiential tours, and activities for six (6) pax</p> <p><i>**Please refer to the itinerary of the group**</i></p>	<ul style="list-style-type: none"> <li>● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices.</li> <li>● Inclusion of all entrance, environmental, gears, and other applicable fees</li> <li>● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.</li> <li>● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.</li> </ul>
<b>TOUR KITS</b>	<p>Provision of incentivized sustainable tour kits for six (6) pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> <li>● 500 ml reusable and sustainable water tumbler</li> <li>● One (1) pack of facial tissue</li> </ul>	<ul style="list-style-type: none"> <li>● Provide labels and descriptions (for what illness) for the medicine set</li> </ul>

	<ul style="list-style-type: none"> <li>● One (1) pack of wet wipes (biodegradable bamboo fiber material)</li> <li>● 50 ml. of 70% ethyl alcohol in a spray bottle</li> <li>● Mints</li> <li>● Mosquito repellent in spray</li> <li>● Sunblock</li> <li>● Disposable hooded emergency raincoat</li> <li>● One (1) sun visor/hat</li> <li>● Cold towels</li> <li>● Customized luggage tags (design is subject to TPB's approval)</li> </ul>	
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<b>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</b>	<p>One (1) Licensed DOT-Accredited English-speaking tour guide</p> <p>The DOT-Accredited English-speaking tour guide:</p> <ul style="list-style-type: none"> <li>● Must have handled at least (1) foreign tour group.</li> <li>● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.</li> </ul>	

<b>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</b>	<ul style="list-style-type: none"> <li>● Provision of one (1) photographer/ videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google Drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)</li> <li>● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative.</li> <li>● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.</li> </ul>	<ul style="list-style-type: none"> <li>● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal.</li> <li>● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</li> </ul>
<b>CURATED SUSTAINABLE DESTINATION- BASED TOKENS</b>	Provision of curated sustainable destination-based tokens for six (6) pax.	<ul style="list-style-type: none"> <li>● Placing the tour operator/supplier's logo is not allowed.</li> <li>● Proposed tokens and designs are subject to TPB's approval.</li> </ul>
<b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b>	<ul style="list-style-type: none"> <li>● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</li> <li>● Provision for emergency expenses worth PHP40,000.00.</li> <li>● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.</li> <li>● Provision of five (5) pocket Wi-Fi units or sim card with unlimited internet data for</li> </ul>	

	the participants for the duration of the trip.	
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<b>LOT 3: MANILA, BATANGAS, AND BICOL</b> India Travel Trade and Media Familiarization Trip 30 November to 09 December 2024		<b>ABC</b> <b>PHP 2,000,000.00</b>
DELIVERABLES	SPECIFICATION	REMARKS
<b>PARTICIPANTS</b>	Total number of participants: eight (8) pax <ul style="list-style-type: none"> <li>● 7 Indian travel trade and media participants</li> <li>● 1 TPB Project Officer</li> </ul>	Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.
<b>TRANSPORTATION</b>	<b>Roundtrip Air Tickets</b> <ol style="list-style-type: none"> <li>1. Roundtrip International and Domestic Air Tickets for seven (7) pax  Routes:               <ol style="list-style-type: none"> <li>a. Mumbai – Manila – Mumbai</li> <li>b. Manila – Legazpi City - Manila</li> </ol> </li> <li>2. Roundtrip Domestic Air Ticket for TPB Project Officer (one (1) pax) Route: Manila – Legazpi City-Manila</li> </ol>	<ul style="list-style-type: none"> <li>● Regular economy</li> <li>● Re-bookable</li> <li>● Re-routable</li> <li>● Refundable</li> <li>● With 30 kilos baggage allowance per sector (except for TPB Project Officer with 20 kilos baggage allowance)</li> <li>● Inclusive of all applicable taxes</li> <li>● Subject to the terms and conditions of the airlines</li> </ul>
	<b>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</b> <ol style="list-style-type: none"> <li>1. One (1) unit of a coaster</li> <li>2. One (1) additional van for luggage for 2 days (inclusive of driver and gas)</li> </ol> <ul style="list-style-type: none"> <li>● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i></li> <li>● <i>Vehicle year model must be at least 2018 or newer.</i></li> <li>● <i>Must be equipped with:</i></li> </ul>	<ul style="list-style-type: none"> <li>● Licensed drivers should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.</li> </ul>

	<ul style="list-style-type: none"> <li>- Climate control or air-conditioning, PA system, and dashcam (front and back)</li> <li>- With safety belts for all seats</li> <li>- GPS or Waze and charge units for phones</li> <li>● Must be a DOT-accredited and/or PATTO-accredited vehicle</li> <li>● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator.</li> </ul>	
<b>TRAVEL INSURANCE</b>	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for eight (8) pax	
<b>ACCOMMODATION</b>	<ul style="list-style-type: none"> <li>● Must be a DOT-accredited establishment in Manila, Batangas, and Bicol</li> <li>● Deluxe / 4 to 5-star category with upscale facilities.</li> <li>● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary).</li> <li>● Provision of ten (10) rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 10 nights.</li> <li>● Provision for early check-in and/or late checkout based on the itinerary.</li> <li>● Preferably with welcome amenities in the room upon check-in.</li> </ul>	<p>Preferred accommodations:</p> <p>Manila, Makati or BGC (3 nights): Deluxe Hotel located within 12 kms from NAIA</p> <p>Batangas (3 Nights): Deluxe Resort / Boutique Resort</p> <p>Bicol (4 nights): Deluxe Resort / Boutique Resort</p>
<b>MEALS AND BEVERAGES</b>	<p><b>Provision of Full board meals throughout the trip</b></p> <p>Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and</p>	<ul style="list-style-type: none"> <li>● With one round of beverages per meal.</li> <li>● Meals are subject to the approval of the TPB representative. The budget per meal should</li> </ul>

	<p>one can of beverage for eight (8) pax for the whole duration of the trip.)</p> <p>*Must be able to provide meals based on participants' dietary restrictions (e.g. Vegetarian, halal). Final list of dietary restrictions to be confirmed.</p> <ul style="list-style-type: none"> <li>● Lunch @ PHP 1,000/pax/day x 8 pax x 11 days</li> <li>● Dinner @ PHP 1,500/pax/day x 8 pax x 10 days</li> <li>● Snacks / Local Treats @ P300/pax/day x 8 pax x 11 days</li> </ul>	<p>be reflected in the bidder's financial proposal.</p> <ul style="list-style-type: none"> <li>● If a plated meal, there should be at least 3 viands.</li> <li>● Ensure provision of dietary requirements.</li> <li>● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
<b>TOURS AND ACTIVITIES</b>	<p>Provision of interactive and experiential tours, and activities for eight (8) pax</p> <p><i>**Please refer to the itinerary of the group**</i></p>	<ul style="list-style-type: none"> <li>● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices.</li> <li>● Inclusion of all entrance, environmental, gears, and other applicable fees</li> <li>● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.</li> <li>● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.</li> </ul>
<b>TOUR KITS</b>	<p>Provision of incentivized sustainable tour kits for eight (8) pax to include the following:</p>	<ul style="list-style-type: none"> <li>● Provide labels and descriptions (for what illness) for the medicine set</li> </ul>



	<p>a. Tour Kits placed in reusable drawstring bags, cache bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> <li>● 500 ml reusable and sustainable water tumbler</li> <li>● One (1) pack of facial tissue</li> <li>● One (1) pack of wet wipes (biodegradable bamboo fiber material)</li> <li>● 50 ml. of 70% ethyl alcohol in a spray bottle</li> <li>● Mints</li> <li>● Mosquito repellent in spray</li> <li>● Sunblock</li> <li>● Disposable hooded emergency raincoat</li> <li>● One (1) sun visor/hat</li> <li>● Cold towels</li> <li>● Customized luggage tags (design is subject to TPB's approval)</li> </ul>	
<p><b>TOUR BOOKLET, SIGNAGES AND BANNER</b></p>	<ul style="list-style-type: none"> <li>● Provision of a Tour booklet (with itinerary and details such as activities and what to wear) and Directory of Foreign Embassies, DOT Tourism Attachés, and TPB Officials to all participants. (Content and design subject to the approval of TPB)</li> <li>● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide.</li> <li>● Provision of a tour banner for a group picture</li> </ul>	<ul style="list-style-type: none"> <li>● Placing the tour operator/supplier's logo is not allowed.</li> <li>● Banner to be designed by TPB and printed out by the tour operator.</li> </ul>

<p><b>SERVICES OF A LICENSED DOT-ACCREDITED ENGLISH-SPEAKING TOUR GUIDE</b></p>	<p>One (1) Licensed DOT-Accredited English-speaking tour guide  The DOT-Accredited English-speaking tour guide:</p> <ul style="list-style-type: none"> <li>● Must have handled at least (1) foreign tour group.</li> <li>● DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events.</li> </ul>	
<p><b>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</b></p>	<ul style="list-style-type: none"> <li>● Provision of one (1) photographer/ videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google Drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)</li> <li>● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative.</li> <li>● Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour.</li> </ul>	<ul style="list-style-type: none"> <li>● Curriculum Vitae of the tour coordinator should be submitted together with the technical bid proposal.</li> <li>● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour.</li> </ul>
<p><b>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</b></p>	<p>Provision of curated sustainable destination-based tokens for eight (8) pax.</p>	<ul style="list-style-type: none"> <li>● Placing the tour operator/supplier's logo is not allowed.</li> <li>● Proposed tokens and designs are subject to TPB's approval.</li> </ul>

<b>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</b>	<ul style="list-style-type: none"> <li>● Provision of budget amounting to at least PHP 10,000.00 to cover expenses for the sampling of local delicacies, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses.</li> <li>● Provision for emergency expenses worth PhP 40,000.00.</li> <li>● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.</li> <li>● Provision of eight (8) pocket Wi-Fi units or sim cards with unlimited internet data for the participants for the duration of the trip.</li> </ul>	
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#### IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS

MODULES	NO. OF PAX	IMPLEMENTATION DATES <i>(Indicative dates)</i>
<b>LOT 1: MANILA, DUMAGUETE, AND SIQUIJOR</b> UK Travel Trade and Media Familiarization Trip	<b>6 pax</b> (5 participants + 1 TPB Project officer)	25 November – 05 December 2024
<b>LOT 2: MANILA, SIARGAO, AND BATANGAS</b> German Travel Trade and Media Familiarization Trip	<b>6 pax</b> (5 participants + 1 TPB Project officer)	30 November – 08 December 2024
<b>LOT 3: MANILA, BATANGAS, AND BICOL</b> India Travel Trade and Media Familiarization Trip	<b>8 pax</b> (8 participants + 1 TPB Project officer)	30 November – 09 December 2024

#### V. OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS

1. Willingness to respond to immediate/unforeseen changes in specifications.

2. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred.
3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants. In addition, must submit a list of completed government and private projects similar to the contract to be bid within the last 5 years, with the corresponding Certificate of Satisfactory Completion of Services.
4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).
5. Must not have a rating lower than 4.0 in the External Providers' Performance Evaluation within the last three (3) years.
6. Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.
7. 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**.

#### VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The winning bid shall be determined based on the submitted bid proposal and does not exceed the aforementioned approved budget.

MODULES	ABC
<b>LOT 1: MANILA, DUMAGUETE, AND SIQUIJOR</b> UK Travel Trade and Media Familiarization Trip	PHP 2,000,000.00 Inclusive of all applicable taxes
<b>LOT 2: MANILA, SIARGAO, AND BATANGAS</b> German Travel Trade and Media Familiarization Trip	PHP 2,000,000.00 Inclusive of all applicable taxes
<b>LOT 3: MANILA, BATANGAS, AND BICOL</b> India Travel Trade and Media Familiarization Trip	PHP 2,000,000.00 Inclusive of all applicable taxes
<b>GRAND TOTAL</b>	<b>PHP 6,000,000.00</b>

#### VII. TERMS OF PAYMENT

PARTICULARS/MILESTONE	TERMS OF PAYMENT
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<b>First tranche:</b> Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price
<b>Second tranche:</b> Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price
<b>TOTAL CONTRACT PRICE</b>	<b>100%</b> (inclusive of service charge and all applicable taxes)

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

**MARIA CARLA REMEDIOS E. MIRANDA**  
Acting Head  
Europe, Africa, the Middle East, and India (EAMI) Division  
International Promotions Department  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Boulevard Manila 1004

The supplier will be fully paid once the travel is completed.

***The supplier is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.***

**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**

LOT	ASSIGNED PROJECT OFFICERS
<b>LOT 1: MANILA, DUMAGUETE, AND SIQUIJOR</b> UK Travel Trade and Media Familiarization Trip	<b>MS. NERI B. CRUZ</b> (02) 8247 0259 / (02) 8525 9318 to 27 local 287 <a href="mailto:neri_cruz@tpb.gov.ph">neri_cruz@tpb.gov.ph</a>  <b>MS. JAIMEE C. DESCALIAR</b> (02) 8247 0259 / (02) 8525 9318 to 27 local 287 <a href="mailto:jaimee_descaliar@tpb.gov.ph">jaimee_descaliar@tpb.gov.ph</a>

<p><b>LOT 2: MANILA, SIARGAO, AND BATANGAS</b>  German Travel Trade and Media Familiarization Trip</p>	<p><b>MR. MICHAEL M. MALONDA</b>  (02) 8247 0259 / (02) 8525 9318 to 27 local 287  <a href="mailto:michael_malonda@tpb.gov.ph">michael_malonda@tpb.gov.ph</a></p> <p><b>MS. FAYE MENDOZA-HOW</b>  (02) 8247 0259 / (02) 8525 9318 to 27 local 287  <a href="mailto:faye_mendoza-how@tpb.gov.ph">faye_mendoza-how@tpb.gov.ph</a></p>
<p><b>LOT 3: MANILA, BATANGAS, AND BICOL</b>  India Travel Trade and Media Familiarization Trip</p>	<p><b>MR. JOJO DE VEYRA</b>  (02) 8247 0259 / (02) 8525 9318 to 27 local 287  <a href="mailto:jojo_deveyra@tpb.gov.ph">jojo_deveyra@tpb.gov.ph</a></p> <p><b>MS. FAYE MENDOZA-HOW</b>  (02) 8247 0259 / (02) 8525 9318 to 27 local 287  <a href="mailto:faye_mendoza-how@tpb.gov.ph">faye_mendoza-how@tpb.gov.ph</a></p>