

# TOURISM PROMOTIONS BOARD PHILIPPINES

## TECHNICAL SPECIFICATIONS

Services of a Tour Operator for the Conduct of the Post Tours Program for the Philippine Travel Exchange (PHITEX) 2024 | 06-11 September 2024

### I. BACKGROUND

The Philippine Travel Exchange (PHITEX) is the country's biggest government-organized travel trade event.

Established in 1996, the event host qualifies buyers from all over the world to participate in tabletop business appointments with Philippine sellers and experience Philippine tourism destinations through pre/post tours with an end goal of increasing tourist arrivals and receipts in the country. PHITEX has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

This year, the Tourism Promotions Board Philippines (TPB) will be requiring the services of a tour operator to conduct arrangements of tours, transportation, coordination, and other required services for the Post Tours Program based on the lots identified below.

### II. OBJECTIVES

1. A venue for marketing and promoting new as well as established Philippine destinations and travel products to invited foreign travel buyers.
2. Communicate positive promotion of the Philippines to the global travel market showing the country as a safe and flourishing destination with its new product offerings; and
3. Entice foreign travel buyers to include the Philippines in their tour programs or expand their existing tourism programs for the country.

### III. SCOPE OF WORK / SERVICES

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

LOT	DESTINATIONS	DATES OF IMPLEMENTATION
1	- Metro Manila	06 September 2024
2	- Cebu and Bohol	07-11 September 2024
3	- Iloilo and Guimaras	
4	- Siargao and Bucas Grande	
5	- Davao, Cagayan de Oro and Bukidnon	

<b>LOT 1</b>	<b>ABC: PhP 1,500,000.00</b>
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Metro Manila Tour	87 pax
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LOT 1		
Metro Manila Tour 06 September 2024		
DELIVERABLES	SPECIFICATION	REMARKS
<b>Participants</b>	Total number of participants: 87 persons (inclusive of 5 TPB and 2 DOT Regional Office representatives)  Minimum guarantee: 65 persons	
<b>Transportation (Land)</b>	<ol style="list-style-type: none"> <li>1. Four (4) units of coaster (20-25 persons' capacity each) or three (3) buses (depending on availability and quality of unit)</li> <li>2. One (1) backup van during the tour</li> </ol> <ul style="list-style-type: none"> <li>- Vehicles are maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>- Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately.</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3<sup>rd</sup> party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. <u>(Avoid single-use plastic for drinking water)</u></li> </ul>	<ul style="list-style-type: none"> <li>- Driver should have strong navigation skills, always in proper attire or uniform, presentable, and experienced in interacting with foreign guests.</li> </ul>

	<ul style="list-style-type: none"> <li>- Should have enough umbrella for all passengers in case of bad weather.</li> <li>- Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, face masks and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost, and other on-site related expenses.</li> </ul>	
<b>Meals &amp; Beverages</b>	<p>Provision of full-board meals and beverages for 87 persons for the whole duration of the trip.</p> <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Heavy cocktails /Dinner (depending on the final itinerary)</li> </ul> <p>*PhP 3,500.00 per person per day Menu to be approved by TPB</p> <p>Winning bidder to provide a proposed menu at least a day before the event.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverages per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the itinerary.</li> <li>- Ensure provision of dietary requirements, if there are any.</li> <li>- Should the 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>Itinerary Activities, Tours, Entrance and Environmental Fees</b>	<p>Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 87 persons.</p> <ul style="list-style-type: none"> <li>- Cover all necessary expenses, including entrance and environmental fees, among others.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>
<b>Tour Kits</b>	<p>Provision of safety tour kits for 87 persons to include the following:</p>	

	<ul style="list-style-type: none"> <li>- Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging</li> <li>- 500 ml reusable water tumbler</li> <li>- Two (2) pieces individually wrapped disposable KN-94 masks</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/isopropyl alcohol in a spray bottle</li> <li>- Mints</li> <li>- Mosquito repellent in spray</li> <li>- Disposable hooded emergency raincoat</li> </ul> <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines:</p> <ul style="list-style-type: none"> <li>- Antacid for upset stomach</li> <li>- Paracetamol for headache and fever</li> <li>- Antihistamine for allergies</li> <li>- Loperamide for diarrhea</li> <li>- Meclizine hydrochloride for motion sickness</li> <li>- Ibuprofen for pain reliever</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.</li> </ul>
<b>Giveaways</b>	Provision of a curated sustainable destination-based giveaway for 87 persons (PhP 1,000.00 per person)	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Placing of the tour operator/supplier's logo is not allowed</li> <li>- Proposed giveaways and designs are subject to TPB's approval</li> </ul>
<b>Tour Guide</b>	<p>Provision of at least four (4) licensed DOT-accredited English-speaking tour guides with the following qualifications, per vehicle (coaster or bus):</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar with the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, especially Metro Manila / National Capital Region.</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guides within 10 calendar days upon issuance of NOA.</li> </ul>

<p><b><i>Tour Coordinator</i></b></p>	<p>Tour should be accompanied by at least one (1) tour coordinator, from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <b><u>Technical Bid.</u></b></li> <li>- 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.</li> </ul>
<p><b><i>Tour Documentation</i></b></p>	<p>Provision of videographer/s and photographer/s to cover the tour to conduct the following:</p> <ul style="list-style-type: none"> <li>- Submission of 30-60 seconder reels/videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</li> <li>- Submission of a consolidated output of the raw and edited videos and photos stored in an external drive to be given to the TPB representative 24 hours after the tour.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Final video output should be subject to the approval of TPB. TPB to provide sample videos as reference/peg.</li> </ul>
<p><b><i>Incidental and Other Miscellaneous Expenses</i></b></p>	<ul style="list-style-type: none"> <li>- Provision of budget amounting to PHP 30,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.</li> <li>- Provision of eight (8) pocket Wi-Fi devices with unlimited data for the duration of the trip.</li> </ul>	<ul style="list-style-type: none"> <li>- Winning bidder to make necessary coordination/request with concerned government offices for safety and security requirements of the group.</li> </ul>

<b>LOT 2</b>	<b>ABC: PhP 2,500,000.00</b>
Cebu and Bohol	18 pax

<b>LOT 2</b>		
<b>Cebu and Bohol</b> 07-11 September 2024		
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b><i>Participants</i></b>	Total number of participants: 18 persons (inclusive of 2 TPB and 1 DOT Regional Office representative)  Minimum guarantee: 10 persons (exclusive of coordinator, photographer, videographer, tour guide, and other personnel assigned by the supplier)	Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.
<b><i>Transportation (Air and Sea)</i></b>	A. Domestic air tickets for seventeen (17) persons (Manila-Panglao) (Cebu-Manila) *Return flight may depend on their next flight back to their origin-destination  B. Business class seats for sea ferry from Bohol to Cebu for the whole group	- Preferred airline: Philippine National Flag Carrier, flying in and out from NAIA Terminal 2 to showcase country brand enhancement at the airport.  - Inclusions: a. Regular economy b. Rebookable, and refundable c. Provision of at least 20kgs. of baggage allowance per person d. Provision of extra baggage allowance for participants (10kgs each participant) e. Inclusive of all applicable taxes, surcharges, and fees (terminal fees and porter fees)
<b><i>Transportation (Land)</i></b>	One (1) unit of coaster (20-25 persons capacity) or three (3) vans with one (1) back-up van during the tour	- Driver should have strong navigation skills, always in proper attire or uniform, presentable, and

	<ul style="list-style-type: none"> <li>- Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water).</li> <li>- Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately.</li> <li>- Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</li> <li>- Should have enough umbrellas for all passengers in case of bad weather.</li> <li>- All vehicles must be DOT-accredited</li> </ul>	<p>experienced in interacting with foreign guests.</p>
<p><b>Accommodation</b></p>	<p>Fifteen (15) single occupancy and two (2) twin rooms</p> <ul style="list-style-type: none"> <li>- Duration: 07-11 September 2024</li> </ul>	

	<ul style="list-style-type: none"> <li>- Category: Deluxe Room</li> <li>- Complimentary breakfast</li> <li>- DOT-Accredited Deluxe hotel/resort</li> </ul>	
<b>Meals &amp; Beverages</b>	<p>Provision of full-board meals and beverages for 18 persons for the whole duration of the trip.</p> <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> <p>*PhP 3,500.00 per person per day Menu to be approved by TPB</p> <p>Winning bidder to provide a proposed menu at least a day before the event.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverages per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the itinerary.</li> <li>- Ensure provision of dietary requirements, if there are any.</li> <li>- Should the 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>Itinerary Activities, Tours, Entrance and Environmental Fees</b>	<p>Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 18 persons.</p> <ul style="list-style-type: none"> <li>- Cover all necessary expenses, including entrance and environmental fees, and complete <u>dive equipment rental</u>, among others.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>
<b>Giveaways</b>	<p>Provision of a curated sustainable destination-based giveaway for 20 persons (PhP 2,000.00 per person)</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Placing the tour operator/supplier's logo is not allowed</li> <li>- Proposed giveaways and designs are subject to TPB's approval</li> </ul>
<b>Tour Kits</b>	<p>Provision of safety tour kits for 18 persons to include the following:</p>	



	<ul style="list-style-type: none"> <li>- Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging</li> <li>- 500 ml reusable water tumbler</li> <li>- Two (2) pieces individually wrapped disposable KN-94 masks</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/isopropyl alcohol in a spray bottle</li> <li>- Mints</li> <li>- Mosquito repellent in spray</li> <li>- Disposable hooded emergency raincoat</li> </ul> <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines:</p> <ul style="list-style-type: none"> <li>- Antacid for upset stomach</li> <li>- Paracetamol for headache and fever</li> <li>- Antihistamine for allergies</li> <li>- Loperamide for diarrhea</li> <li>- Meclizine hydrochloride for motion sickness</li> <li>- Ibuprofen for pain reliever</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.</li> </ul>
<p><b>Tour Guide</b></p>	<p>Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Cebu and Bohol</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA.</li> </ul>
<p><b>Tour Coordinator</b></p>	<p>Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum</li> </ul>

		<p>Vitae (CV) of the proposed tour coordinator in their <b>Technical Bid.</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>
<b>Travel Insurance</b>	Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00/pax.	
<b>Tour Signage and Banner</b>	<ul style="list-style-type: none"> <li>- Provision of vehicle banners, and identifiers for the delegates.</li> <li>- Lollipop signage for the tour guide</li> <li>- Post tour banner size 1.5 m (L) x 0.75 m (W)</li> </ul>	<ul style="list-style-type: none"> <li>- TPB to provide the design.</li> <li>- The material to be used should be sustainable.</li> </ul>
<b>Tour Booklet</b>	Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Design template to be provided by TPB.</li> <li>- Final design of tour booklet subject to approval of TPB.</li> <li>- Placing of the tour operator/supplier's logo is not allowed.</li> </ul>
<b>Tour Documentation</b>	<p>Provision of videographer/s and photographer/s to cover the tour to conduct the following:</p> <ul style="list-style-type: none"> <li>- Submission of 30-60 seconder reels/videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</li> <li>- Submission of a consolidated output of the raw and edited videos and photos stored in an external drive to be given to the TPB representative on the last day of the tour.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Final video output should be subject to the approval of TPB.</li> <li>- TPB to provide sample videos as reference/peg.</li> </ul>

<p><b><i>Incidental and Other Miscellaneous Expenses</i></b></p>	<ul style="list-style-type: none"> <li>- Provision of budget amounting to PHP 30,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.</li> <li>- Provision of four (4) pocket Wi-Fi devices with unlimited data for the duration of the trip.</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder to manage baggage of all buyers for the duration of the tours including transfer from 1st call to 2nd call accommodation.</li> <li>- Winning bidder to make necessary coordination/request with concerned government offices for safety and security requirements of the group.</li> </ul>
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<b>LOT 3</b>	<b>ABC: PhP 2,250,000.00</b>
Iloilo and Guimaras	18 pax

<b>LOT 3</b>		
<b>Iloilo and Guimaras</b> 07-11 September 2024		
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b><i>Participants</i></b>	<p>Total number of participants: 18 persons (inclusive of 2 TPB and 1 DOT Regional Office representatives)</p> <p>Minimum guarantee: 10 persons (exclusive of coordinator, photographer, videographer, tour</p>	<p>Note:</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.</p>

	guide, and other personnel assigned by the supplier)	
<b>Transportation (Air)</b>	<p>Domestic air tickets for seventeen (17) persons</p> <p>(Manila-Iloilo-Manila)</p> <p>*Return flight may depend on their next flight back to their origin-destination</p>	<p>Preferred airline: Philippine National Flag Carrier, flying in and out from NAIA Terminal 2 to showcase country brand enhancement at the airport.</p> <p>Inclusions:</p> <ol style="list-style-type: none"> <li>a. Regular economy</li> <li>b. Rebookable, and refundable</li> <li>c. Provision of at least 20kgs. of baggage allowance per person</li> <li>d. Provision of extra baggage allowance for participants (10kgs each participant)</li> <li>e. Inclusive of all applicable taxes, surcharges, and fees (terminal fees and porter fees)</li> </ol>
<b>Transportation (Land)</b>	<p>One (1) unit of coaster (20-25 persons capacity) or three (3) vans with one (1) backup van during the tour</p> <ul style="list-style-type: none"> <li>- Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid</li> </ul>	<ul style="list-style-type: none"> <li>- Driver should have strong navigation skills, always in proper attire or uniform, presentable, and experienced in interacting with foreign guests.</li> </ul>

	<p>single-use plastic for drinking water).</p> <ul style="list-style-type: none"> <li>- Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately.</li> <li>- Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</li> <li>- Should have enough umbrellas for all passengers in case of bad weather.</li> <li>- All vehicles must be DOT-accredited</li> </ul>	
<p><b>Accommodation</b></p>	<p>Fifteen (15) single occupancy and two (2) twin rooms</p> <ul style="list-style-type: none"> <li>- Duration: 07-11 September 2024</li> <li>- Category: Deluxe Room</li> <li>- Complimentary breakfast</li> <li>- DOT-Accredited Deluxe hotel/resort</li> </ul>	
<p><b>Meals &amp; Beverages</b></p>	<p>Provision of full-board meals and beverages for 18 persons for the whole duration of the trip.</p> <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> <p>*PhP 3,500.00 per person per day Menu to be approved by TPB.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverages per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the itinerary.</li> </ul>

	<p>Winning bidder to provide a proposed menu at least a day before the event.</p>	<ul style="list-style-type: none"> <li>- Ensure provision of dietary requirements, if there are any.</li> <li>- Should the 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><i>Itinerary Activities, Tours, Entrance and Environmental Fees</i></b></p>	<p>Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 18 persons.</p> <ul style="list-style-type: none"> <li>- Cover all necessary expenses, including entrance and environmental fees among others.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>
<p><b><i>Giveaways</i></b></p>	<p>Provision of a curated sustainable destination-based giveaways for 18 persons (PhP 2,000.00 per person)</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Placing of the tour operator/supplier's logo is not allowed</li> <li>- Proposed giveaways and designs are subject to TPB's approval</li> </ul>
<p><b><i>Tour Kits</i></b></p>	<p>Provision of safety tour kits for 18 persons to include the following:</p> <ul style="list-style-type: none"> <li>- Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging</li> <li>- 500 ml reusable water tumbler</li> <li>- Two (2) pieces individually wrapped disposable KN-94 masks</li> <li>- One (1) pack of facial tissue</li> <li>- One (1) pack of wet wipes (biodegradable bamboo fiber material)</li> </ul>	

	<ul style="list-style-type: none"> <li>- 50 ml. of 70% ethyl/isopropyl alcohol in a spray bottle</li> <li>- Mints</li> <li>- Mosquito repellent in spray</li> <li>- Disposable hooded emergency raincoat</li> </ul> <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines:</p> <ul style="list-style-type: none"> <li>- Antacid for upset stomach</li> <li>- Paracetamol for headache and fever</li> <li>- Antihistamine for allergies</li> <li>- Loperamide for diarrhea</li> <li>- Meclizine hydrochloride for motion sickness</li> <li>- Ibuprofen for pain reliever</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.</li> </ul>
<b><i>Travel Insurance</i></b>	Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00/pax.	
<b><i>Tour Guide</i></b>	<p>Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Iloilo and Guimaras</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA.</li> </ul>
<b><i>Tour Coordinator</i></b>	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <b><u>Technical Bid.</u></b></li> <li>- Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the</li> </ul>

		smooth implementation of the tour.
<b>Tour Signage and Banner</b>	<ul style="list-style-type: none"> <li>- Provision of vehicle banners, and identifiers for the delegates.</li> <li>- Lollipop signage for the tour guide</li> <li>- Post tour banner size 1.5 m (L) x 0.75 m (W)</li> </ul>	<ul style="list-style-type: none"> <li>- TPB to provide the design.</li> <li>- The material to be used should be sustainable.</li> </ul>
<b>Tour Booklet</b>	Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Design template to be provided by TPB.</li> <li>- Final design of tour booklet subject to approval of TPB.</li> <li>- Placing of the tour operator/supplier's logo is not allowed.</li> </ul>
<b>Tour Documentation</b>	<p>Provision of videographer/s and photographer/s to cover the tour to conduct the following:</p> <ul style="list-style-type: none"> <li>- Submission of 30-60 seconder reels/videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</li> <li>- Submission of a consolidated output of the raw and edited videos and photos stored in an external drive to be given to the TPB representative on the last day of the tour.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Final video output should be subject to the approval of TPB.</li> <li>- TPB to provide sample videos as reference/peg.</li> </ul>
<b>Incidental and Other Miscellaneous Expenses</b>	<ul style="list-style-type: none"> <li>- Provision of budget amounting to PHP 30,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.</li> <li>- Provision of four (4) pocket Wi-Fi devices with unlimited data for the duration of the trip.</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder to manage baggage of all buyers for the duration of the tours including transfer from 1st call to 2nd call accommodation.</li> <li>- Winning bidder to make necessary coordination/request with concerned government offices for</li> </ul>



		safety and security requirements of the group.
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<b>LOT 4</b>	<b>ABC: PhP 2,156,200.00</b>
Siargao and Bucas Grande	15 pax

<b>LOT 4</b>		
<b>Siargao and Bucas Grande</b> 07-11 September 2024		
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b><i>Participants</i></b>	Total number of participants: 15 persons (inclusive of 2 TPB and 1 DOT Regional Office representatives)  Minimum guarantee: 8 persons (exclusive of coordinator, photographer, videographer, tour guide, and other personnel assigned by the supplier)	Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.
<b><i>Transportation (Air)</i></b>	Roundtrip domestic air tickets for fourteen (14) persons  (Manila-Siargao-Manila)  *Return flight may depend on their next flight back to their origin destination	Preferred airline: Philippine National Flag Carrier, flying in and out from NAIA Terminal 2 to showcase country brand enhancement at the airport.  Inclusions: a. Regular economy b. Rebookable, and refundable c. Provision of at least 20kgs. of baggage allowance per person d. Provision of extra baggage allowance for participants (10kgs each participant) e. Inclusive of all applicable taxes, surcharges, and fees (terminal fees and porter fees)

<p><b>Transportation (Land)</b></p>	<p>At least three (3) vans with one (1) back-up van during the tour</p> <ul style="list-style-type: none"> <li>- Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water).</li> <li>- Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement immediately.</li> <li>- Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</li> <li>- Should have enough umbrellas for all passengers in case of bad weather.</li> </ul>	<ul style="list-style-type: none"> <li>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</li> </ul>
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	<ul style="list-style-type: none"> <li>- All vehicles must be DOT-accredited</li> </ul>	
<b>Accommodation</b>	<p>Twelve (12) single occupancy and two (2) twin rooms</p> <ul style="list-style-type: none"> <li>- Duration: 07-11 September 2024</li> <li>- Category: Deluxe Room</li> <li>- Complimentary breakfast</li> <li>- DOT-Accredited Deluxe hotel/resort</li> </ul>	
<b>Meals &amp; Beverages</b>	<p>Provision of full-board meals and beverages for 15 persons for the whole duration of the trip.</p> <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> <p>*PhP 3,500.00 per person per day Menu to be approved by TPB.</p> <p>Winning bidder to provide a proposed menu at least a day before the event.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverages per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the itinerary.</li> <li>- Ensure provision of dietary requirements, if there are any.</li> <li>- Should the 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>Itinerary Activities, Tours, Entrance and Environmental Fees</b>	<p>Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 18 persons.</p> <ul style="list-style-type: none"> <li>- Cover all necessary expenses, including entrance and environmental fees among others.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>
<b>Giveaways</b>	<p>Provision of a curated sustainable destination-based giveaways for 15 persons (PhP 2,000.00 per person)</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Placing of the tour operator/supplier's logo is not allowed</li> </ul>

		<ul style="list-style-type: none"> <li>- Proposed giveaways and designs are subject for TPB's approval</li> </ul>
<b>Tour Kits</b>	<p>Provision of safety tour kits for 15 persons to include the following:</p> <ul style="list-style-type: none"> <li>- Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging</li> <li>- 500 ml reusable water tumbler</li> <li>- Two (2) pieces individually wrapped disposable KN-94 masks</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/isopropyl alcohol in a spray bottle</li> <li>- Mints</li> <li>- Mosquito repellent in spray</li> <li>- Disposable hooded emergency raincoat</li> </ul> <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines:</p> <ul style="list-style-type: none"> <li>- Antacid for upset stomach</li> <li>- Paracetamol for headache and fever</li> <li>- Antihistamine for allergies</li> <li>- Loperamide for diarrhea</li> <li>- Meclizine hydrochloride for motion sickness</li> <li>- Ibuprofen for pain reliever</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.</li> </ul>
<b>Tour Guide</b>	<p>Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Siargao and Bucas Grande</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA.</li> </ul>

<b>Tour Coordinator</b>	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	Notes: <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <b>Technical Bid</b>.</li> <li>- 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.</li> </ul>
<b>Travel Insurance</b>	Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00/pax.	
<b>Tour Signage and Banner</b>	<ul style="list-style-type: none"> <li>- Provision of vehicle banners, and identifiers for the delegates.</li> <li>- Lollipop signage for the tour guide</li> <li>- Post tour banner size 1.5 m (L) x 0.75 m (W)</li> </ul>	<ul style="list-style-type: none"> <li>- TPB to provide the design.</li> <li>- The material to be used should be sustainable.</li> </ul>
<b>Tour Booklet</b>	Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	Notes: <ul style="list-style-type: none"> <li>- Design template to be provided by TPB.</li> <li>- Final design of tour booklet subject to approval of TPB.</li> <li>- Placing of the tour operator/supplier's logo is not allowed.</li> </ul>
<b>Tour Documentation</b>	Provision of videographer/s and photographer/s to cover the tour to conduct the following: <ul style="list-style-type: none"> <li>- Submission of 30-60 seconder reels/videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</li> <li>- Submission of a consolidated output of the raw and edited videos and photos stored in an external</li> </ul>	Notes: <ul style="list-style-type: none"> <li>- Final video output should be subject to the approval of TPB.</li> <li>- TPB to provide sample videos as reference/peg.</li> </ul>

	drive to be given to the TPB representative on the last day of the tour.	
<b><i>Incidental and Other Miscellaneous Expenses</i></b>	<ul style="list-style-type: none"> <li>- Provision of budget amounting to PHP 30,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.</li> <li>- Provision of four (4) pocket Wi-Fi devices with unlimited data for the duration of the trip.</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder to manage baggage of all buyers for the duration of the tours including transfer from 1st call to 2nd call accommodation.</li> <li>- Winning bidder to make necessary coordination/request with concerned government offices for safety and security requirements of the group.</li> </ul>

<b>LOT 5</b>	<b>ABC: PhP 2,500,000.00</b>
Davao, Cagayan De Oro, and Bukidnon	18 pax

<b>LOT 5</b>		
<b>Davao, Cagayan De Oro, and Bukidnon</b> 07-11 September 2024		
<b>DELIVERABLES</b>	<b>SPECIFICATION</b>	<b>REMARKS</b>
<b><i>Participants</i></b>	<p>Total number of participants: 18 persons (inclusive of 2 TPB and 1 DOT Regional Office representatives)</p> <p>Minimum guarantee: 10 persons (exclusive of coordinator, photographer, videographer, tour guide, and other personnel assigned by the supplier)</p>	<p>Note:</p> <p>For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to 1 person.</p>
<b><i>Transportation (Air)</i></b>	Roundtrip domestic air tickets for seventeen (17) persons	Preferred airline: Philippine National Flag Carrier, flying in

	<p>(Manila-CDO-Davao--Manila)</p> <p>*Return flight may depend on their next flight back to their origin destination</p>	<p>and out from NAIA Terminal 2 to showcase country brand enhancement at the airport.</p> <p>Inclusions:</p> <ol style="list-style-type: none"> <li>a. Regular economy</li> <li>b. Rebookable, and refundable</li> <li>c. Provision of at least 20kgs. of baggage allowance per person</li> <li>d. Provision of extra baggage allowance for participants (10kgs each participant)</li> <li>e. Inclusive of all applicable taxes, surcharges, and fees (terminal fees and porter fees)</li> </ol>
<p><b>Transportation (Land)</b></p>	<p>One (1) unit of coaster (20-25 persons capacity) or three (3) vans with one (1) back-up van during the tour</p> <ul style="list-style-type: none"> <li>- Vehicles are maintained in accordance with the Philippine laws on technical safety requirements. Comply with guidelines on safety, capacity, and coverage; daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, PA system and dash cam, and 3rd party liability insurance; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid kit; with provision of wet tissue, alcohol, drinking water, and mints. (Avoid single-use plastic for drinking water).</li> <li>- Vehicle year model must be at least 2018 or newer; should the vehicle develop</li> </ul>	<ul style="list-style-type: none"> <li>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and experienced in interacting with foreign guests.</li> </ul>

	<p>any mechanical fault in transit, the tour operator must have a replacement immediately.</p> <ul style="list-style-type: none"> <li>- Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable costs, and other on-site related expenses.</li> <li>- Should have enough umbrellas for all passengers in case of bad weather.</li> <li>- All vehicles must be DOT-accredited.</li> </ul>	
<p><b>Accommodation</b></p>	<p>Fifteen (15) single occupancy and two (2) twin rooms</p> <ul style="list-style-type: none"> <li>- Duration: 07-11 September 2024</li> <li>- Category: Deluxe Room</li> <li>- Complimentary breakfast</li> <li>- DOT-Accredited Deluxe hotel/resort</li> </ul>	
<p><b>Meals &amp; Beverages</b></p>	<p>Provision of full-board meals and beverages for 18 persons for the whole duration of the trip.</p> <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> <p>*PhP 3,500.00 per person per day Menu to be approved by TPB.</p> <p>Winning bidder to provide a proposed menu at least a day before the event.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverages per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the itinerary.</li> <li>- Ensure provision of dietary requirements, if there are any.</li> <li>- Should the 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><i>Itinerary Activities, Tours, Entrance and Environmental Fees</i></b></p>	<p>Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for 18 persons.</p> <ul style="list-style-type: none"> <li>- Cover all necessary expenses, including entrance and environmental fees among others.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- The tour operator, in coordination with the DOT Regional Office, must be able to provide an alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>
<p><b><i>Giveaways</i></b></p>	<p>Provision of a curated sustainable destination-based giveaways for 18 persons (PhP 2,000.00 per person)</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Placing of the tour operator/supplier's logo is not allowed</li> <li>- Proposed giveaways and designs are subject to TPB's approval</li> </ul>
<p><b><i>Tour Kits</i></b></p>	<p>Provision of safety tour kits for 18 persons to include the following:</p> <ul style="list-style-type: none"> <li>- Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging</li> <li>- 500 ml reusable water tumbler</li> <li>- Two (2) pieces individually wrapped disposable KN-94 masks</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/isopropyl alcohol in a spray bottle</li> <li>- Mints</li> <li>- Mosquito repellent in spray</li> <li>- Disposable hooded emergency raincoat</li> </ul> <p>Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least six (6) pieces of the following medicines:</p>	<p>Note:</p>

	<ul style="list-style-type: none"> <li>- Antacid for upset stomach</li> <li>- Paracetamol for headache and fever</li> <li>- Antihistamine for allergies</li> <li>- Loperamide for diarrhea</li> <li>- Meclizine hydrochloride for motion sickness</li> <li>- Ibuprofen for pain reliever</li> </ul>	<ul style="list-style-type: none"> <li>- Health / First-Aid Kits should be turned over to the TPB officer at the end of the tour.</li> </ul>
<b>Tour Guide</b>	<p>Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Cagayan De Oro, Davao, and Bukidnon.</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within 10 calendar days upon issuance of NOA.</li> </ul>
<b>Tour Coordinator</b>	<p>Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <b>Technical Bid</b>.</li> <li>- 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.</li> </ul>
<b>Travel Insurance</b>	<p>Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00/pax.</p>	
<b>Tour Signage and Banner</b>	<ul style="list-style-type: none"> <li>- Provision of vehicle banners, and identifiers for the delegates.</li> <li>- Lollipop signage for the tour guide</li> <li>- Post-tour banner size 1.5 m (L) x 0.75 m (W)</li> </ul>	<ul style="list-style-type: none"> <li>- TPB to provide the design.</li> <li>- The material to be used should be sustainable.</li> </ul>

<b><i>Tour Booklet</i></b>	Provision of a printed and digital tour booklet showing the detailed itinerary, photos of the destinations, contact persons, and emergency contact details.	Notes: <ul style="list-style-type: none"> <li>- Design template to be provided by TPB.</li> <li>- Final design of tour booklet subject to approval of TPB.</li> <li>- Placing of the tour operator/supplier's logo is not allowed.</li> </ul>
<b><i>Tour Documentation</i></b>	Provision of videographer/s and photographer/s to cover the tour to conduct the following: <ul style="list-style-type: none"> <li>- Submission of 30-60 seconder reels/videos covering the tour highlights as listed in the itinerary. TPB officer to determine which attraction to highlight.</li> <li>- Submission of a consolidated output of the raw and edited videos and photos stored in an external drive to be given to the TPB representative on the last day of the tour.</li> </ul>	Notes: <ul style="list-style-type: none"> <li>- Final video output should be subject to the approval of TPB.</li> <li>- TPB to provide sample videos as reference/peg.</li> </ul>
<b><i>Incidental and Other Miscellaneous Expenses</i></b>	<ul style="list-style-type: none"> <li>- Provision of budget amounting to PHP 30,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses.</li> <li>- Provision of four (4) pocket Wi-Fi devices with unlimited data for the duration of the trip.</li> </ul>	Note: <ul style="list-style-type: none"> <li>- Winning bidder to manage baggage of all buyers for the duration of the tours including transfer from 1st call to 2nd call accommodation.</li> <li>- Winning bidder to make necessary coordination/request with concerned government offices for safety and security requirements of the group.</li> </ul>

**IV. GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS**

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Each post-tour itinerary is subject to finalization based on feedback from the completed site validation.

**V. PROJECT IMPLEMENTATION SCHEDULE**

<b>LOT</b>	<b>DESTINATIONS</b>	<b>DATES OF IMPLEMENTATION</b>
1	- Metro Manila	06 September 2024
2	- Cebu and Bohol	07-11 September 2024
3	- Iloilo and Guimaras	07-11 September 2024
4	- Siargao and Bucas Grande	07-11 September 2024
5	- Davao, Cagayan de Oro and Bukidnon	07-11 September 2024

#### **VI. ELIGIBILITY REQUIREMENTS**

1. Must be Filipino-owned, operated, and legally registered tour services company/DMC (Spellout under Philippine laws);
2. Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT accreditation is for renewal);
3. Must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants;
4. Must have experience in organizing and coordinating travel arrangements and have handled at least two (2) similar and/or related arrangements in the last 5 years, and submit proof of experience.
5. Submit a copy of the Curriculum Vitae (CV) of the tour coordinator (should be included in the technical bid).

#### **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The total ABC for the project lots is **TEN MILLION NINE HUNDRED SIX THOUSAND TWO HUNDRED PESOS (PhP 10,906,200.00)** with a breakdown below, inclusive of all applicable taxes and fees.

<b>LOT</b>	<b>DESTINATION/S</b>	<b>AMOUNT</b>
Lot 1	Metro Manila Tour	PhP 1,500,000.00
Lot 2	Cebu and Bohol	PhP 2,500,000.00
Lot 3	Iloilo and Guimaras	PhP 2,250,000.00
Lot 4	Siargao and Bucas Grande	PhP 2,156,200.00
Lot 5	Davao, Cagayan De Oro, and Bukidnon	PhP 2,500,000.00

**VIII. TERMS OF PAYMENT**

The supplier must be willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made following the prevailing accounting and auditing rules and regulations.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator/DMC will bill TPB based on the actual cost per passenger.

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

**MARIVIC M. SEVILLA**

Acting Head, International Promotions Department  
6th Floor Five Ecom Center Harbor Drive MOA Complex, Pasay City

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

**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 OFFICER CONTACT INFORMATION**

NAME : Ms. Micaela B. Ochoa  
EMAIL : [micaela\\_ochoa@tpb.gov.ph](mailto:micaela_ochoa@tpb.gov.ph)

NAME : Mr. Billy John N. Casabuena  
EMAIL : [billy\\_casabuena@tpb.gov.ph](mailto:billy_casabuena@tpb.gov.ph)

NAME : Ms. Gianna Allysa M. Anonuevo  
EMAIL : [gianna\\_anonuevo@tpb.gov.ph](mailto:gianna_anonuevo@tpb.gov.ph)