

ANNEX A - TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR JAPAN MEGA FAMILIARIZATION TOUR FOR TRAVEL AGENTS

I. BACKGROUND

Before the COVID-19 pandemic, Japan consistently ranked as the Philippines' fourth largest tourism source market. In 2019, Japan accounted for 8.27% of total arrivals to the Philippines, with 682,788 Japanese tourists contributing approximately Php 20B annually to the Philippine economy.

However, the pandemic had a significant negative impact on the Japanese outbound travel market, resulting in a decline in Japanese travel arrivals to the Philippines comparable to levels seen in 1990. In 2022, only 99,557 Japanese tourists visited the Philippines, representing an 85% decline from 2019. This decline aligns with the findings of the United Nations World Organization (UNWTO) report titled "COVID-19 and Tourism (2020: A Year in Review)", which highlighted Asia & the Pacific as the region most affected, experiencing an 82% reduction in travel and tourism compared to 2019.

On one hand, while global tourism is making a gradual return to pre-pandemic levels, the recovery rate for outbound Japanese travelers remains sluggish. According to the JTB report, the average recovery rate for the Japan for the Japanese outbound travel in 2023 is at 55.25% as compared to 2019.

A mega familiarization trip is a powerful marketing tool for promoting a destination when executed correctly. It plays a vital role in shaping the opinions of industry leaders and media, who influence travelers' plans and decisions. Moreover, fam trips offer valuable learning opportunities for participants and can positively influence their perception and views about the destination. Successful fam trips not only lead to increased business but also enable local Filipino partners to enhance their products and services based on feedback.

The "Love the Philippines Mega Fam Trip" will bring together 100 travel agents, corporate buyers, educational tourism agents and school, and media representatives from the West and East Japan and airline personnel for a curated tour and experience

of the Philippines. This project will be a collaborative effort between the private and government sectors, showcasing the food, culture and attractions of eight (8) featured destinations: Cebu, Bohol, Clark (Pampanga), Iloilo, Boracay, Palawan, Davao, and Masbate.

II. OBJECTIVES

The objectives of the invitational tours are as follows:

- To provide key Japanese tourism players with the latest updates and developments on the featured destinations;
- To provide essential travel and tourism information, especially regarding the Philippines' readiness to welcome Japanese tourists;
- To position the Philippines as an ideal post-pandemic travel and tourist destination for the Japanese;
- To create a positive impression and perception about the Philippines.

III. SPECIFICATIONS/SCOPE OF WORK/SERVICES/DELIVERABLES

MODULES	DATES	NO. OF PAX
LOT 1: CEBU Arrivals and B2B Networking	23-24 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	116 pax / 230 pax (Arrivals / B2B) *Minimum guaranteed: 92 / 184 pax * Final numbers to be advised five (5) days before the project implementation
LOT 2: A. CEBU Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	26 pax (22 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff) *Minimum guaranteed: 20 pax * Final number to be advised five (5) days before the project implementation
B. BOHOL Post-Tour	24-27 October 2024	18 pax (14 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)

	<i>(indicative dates and subject to change without prior notice)</i>	<p>*Minimum guaranteed: 14 pax</p> <p>* Final number to be advised five (5) days before the project implementation</p>
<p>LOT 3: CLARK AND ENVIRONS Post-Tour</p>	<p>24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i></p>	<p>17 pax (13 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)</p> <p>*Minimum guaranteed: 13 pax</p> <p>* Final number to be advised five (5) days before the project implementation</p>
<p>LOT 4:</p> <p>A. ILOILO Post-Tour</p>	<p>24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i></p>	<p>14 pax (10 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)</p> <p>*Minimum guaranteed: 11 pax</p> <p>* Final number to be advised five (5) days before the project implementation</p>
<p>B. BORACAY Post-Tour</p>	<p>24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i></p>	<p>18 pax (14 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)</p> <p>*Minimum guaranteed: 14 pax</p> <p>* Final number to be advised five (5) days before the project implementation</p>
<p>LOT 5: PALAWAN (SAN VICENTE) Post-Tour</p>	<p>24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i></p>	<p>14 pax (10 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)</p> <p>*Minimum guaranteed: 11 pax</p> <p>* Final number to be advised five (5) days before the project implementation</p>
<p>LOT 6: DAVAO Post-Tour</p>	<p>24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i></p>	<p>14 pax (10 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)</p> <p>*Minimum guaranteed: 11 pax</p>

		* Final number to be advised five (5) days before the project implementation
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- 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.

LOT 1: CEBU Arrivals and B2B Networking 23 – 24 October 2024 <i>(indicative dates and subject to change without prior notice)</i>		ABC PHP 3,594,003.00
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: <ul style="list-style-type: none"> ● 116 pax (Arrivals) ● 230 pax (B2B Networking) <i>*Minimum guaranteed: 92 / 184 pax</i> <i>* Final numbers to be advised five (5) days before the project implementation</i>	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.
TRANSPORTATION	Taxes and Other Fees for Roundtrip International Air Tickets of the Participants and PDOT Japan Offices Japan-Philippines-Japan For 108 pax	<ul style="list-style-type: none"> ● Base fares are sponsored by partner airline
	Roundtrip Domestic Air Tickets of the TPB Personnel Manila-Cebu/Post-Tour Destination-Manila For eight (8) pax	<ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable

		<ul style="list-style-type: none"> ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes
	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <p>1. Three (3) units of bus with vehicle year model at least 2018 or newer for one (1) day.</p> <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front and back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● <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, overtime charges, and other consumable costs, and other related expenses, will be covered by the tour operator.</i> 	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.

	<ul style="list-style-type: none"> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	
ACCOMMODATION	<ul style="list-style-type: none"> ● Must be a DOT accredited establishment in Cebu. ● Deluxe / 5-star category, located in Mactan, and eight (8) km radius from the the official venue of the B2B Networking (NuStar Resort and Casino) ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of 102 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for one (1) night. ● Provision of eight (8) rooms based on twin-sharing occupancy in a deluxe room category or its equivalent room category with breakfast for one (1) night. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Provision of late check-out (up to 4:00 PM) ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges
MEALS AND BEVERAGES	<p>Provision of meals with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage)</p> <p>Arrivals:</p> <ul style="list-style-type: none"> ● Lunch @ Php 1,200/pax/day x 116 pax x 1 day ● Snacks @ Php 500/pax/day x 116 pax x 1 day ● Dinner @ Php 1,300/pax/day x 116 pax x 1 day 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements.

	<p>B2B Networking:</p> <ul style="list-style-type: none"> ● To be hosted by a partner 	<ul style="list-style-type: none"> ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
TOURS AND ACTIVITIES	<p>Provision of interactive/operational tours and activities for one (1) day for 116 pax</p> <p>Tentative activities:</p> <ol style="list-style-type: none"> 1. Ocular inspection of the Mactan-Cebu International Airport <p><i>**Please refer to the itinerary of the group**</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● 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. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
TOUR KITS	<p>Personal Health/First Aid and Hygienic Kits to include the following medicines:</p> <ul style="list-style-type: none"> ● Antacid for upset stomach ● Paracetamol for headache and fever ● Antihistamine for allergies ● Loperamide for diarrhea ● Meclizine hydrochloride for motion sickness ● Ibuprofen for pain reliever 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● Water (sustainable packaging, single-use packaging is not allowed) ● Tissues ● Alcohol 	
TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: H 2 feet x W 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
JAPANESE/ENGLISH-SPEAKING INTERPRETERS	<ul style="list-style-type: none"> ● Provision of fifty (50) bilingual (Japanese and English) speaking interpreters for the B2B Networking. 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA
PHOTOGRAPHER/VIDEOGRAPHER AND TOUR COORDINATOR	<ul style="list-style-type: none"> ● Provision of one (1) photographer/videographer to cover the B2B Networking 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 SOA. ● Provision of a three-minute SDE video containing the highlights of the B2B Networking stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the event. ● Provision of one (1) tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● The tour coordinator shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the project.

	for the smooth implementation of the tour.	
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of host/emcee for the B2B Networking with minimum three (3) years experience in corporate and public events. Proposed hosts/emcees are subject to TPB's approval. ● Provision of two (2) pocket Wi-Fi units with unlimited internet data in each bus for the participants. ● Provision of incidental, miscellaneous, and other on-site expenses. 	<ul style="list-style-type: none"> ● Please submit portfolio of the host/emcee together with the technical bid proposal.

LOT 2: CEBU AND BOHOL		ABC PHP 2,846,714.50
A. CEBU Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP 1,596,903.00
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: 26 pax <ul style="list-style-type: none"> ● 22 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p style="text-align: center;"> <i>*Minimum guaranteed: 20 pax</i> <i>* Final number to be advised five (5) days before the project implementation</i> </p>	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.
TRAVEL INSURANCE	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 25 pax	

<p>TRANSPORTATION</p>	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of bus with vehicle year model at least 2018 or newer for four (4) days. 2. One (1) luggage van for two (2) days (inclusive of driver and gas) <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● <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, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.
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<p>ACCOMMODATION</p>	<ul style="list-style-type: none"> ● Must be a DOT accredited establishment in Cebu. ● Deluxe / 4 to 5-star category ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of 25 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Provision of late check-out ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges
<p>MEALS AND BEVERAGES</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 26 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 26 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 26 pax x 4 days ● Snacks @ Php 500/pax/day x 26 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
<p>TOURS AND ACTIVITIES</p>	<p>Provision of interactive/operational tours and activities for 26 pax</p> <p><i>*Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of

		<p>TPB, DOT Foreign offices, and Regional Office.</p> <ul style="list-style-type: none"> ● 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. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
<p>TOUR KITS</p>	<p>Provision of incentivized sustainable tour kits for 26 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"> ● 500 ml reusable and sustainable water tumbler ● Water (sustainable packaging, single-use packing is not allowed) ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock (reef-safe) ● Disposable hooded emergency raincoat ● One (1) sun visor/hat 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● Cold towels ● Customized luggage tags (3pcs per pax) (design is subject to TPB's approval) 	
TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing the tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER	<p>One (1) Licensed DOT-Accredited Japanese-speaking tour guide based in Cebu or One (1) Licensed DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Must have handled at least (1) foreign tour group. <p>or</p> <p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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. 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<ul style="list-style-type: none"> ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour. ● Provision of one (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. 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● 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.
CURATED SUSTAINABLE DESTINATION-BASED TOKENS	<p>Provision of curated sustainable destination-based tokens for 26 pax</p> <p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> ● Placing the tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. 	

	<ul style="list-style-type: none"> ● Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
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B. BOHOL Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP1,249,811.50
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: 18 pax <ul style="list-style-type: none"> ● 14 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p style="text-align: center;"> <i>*Minimum guaranteed: 14 pax</i> <i>* Final number to be advised five (5) days before the project implementation</i> </p>	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.
TRAVEL INSURANCE	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 17 pax	
TRANSPORTATION	Ferry (Business Class) (Cebu-Bohol and Bohol-Cebu) for 18 pax	-
	Land transportation with driver for the whole duration of the trip inclusive of the following requirements:	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed,

	<ol style="list-style-type: none"> 1. One (1) unit of a coaster with vehicle year model at least 2018 or newer for four (4) days. 2. One (1) additional van for luggage for two (2) days (inclusive of driver and gas) <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● <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, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	<p>presentable, and experienced in interacting with guests.</p>
<p>ACCOMMODATION</p>	<ul style="list-style-type: none"> ● Must be DOT-accredited establishment in Bohol and Dumaguete. 	<ul style="list-style-type: none"> ● Provision of late check-out

	<ul style="list-style-type: none"> ● Deluxe / 4 to 5-star category ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of 17 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges
MEALS AND BEVERAGES	<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 18 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 18 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 18 pax x 4 days ● Snacks @ Php 500/pax/day x 18 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
TOURS AND ACTIVITIES	<p>Provision of interactive/operational tours and activities for 18 pax</p> <p><i>Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of

		<p>TPB, DOT Foreign offices, and Regional Offices.</p> <ul style="list-style-type: none"> ● 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. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
<p>TOUR KITS</p>	<p>Provision of incentivized sustainable tour kits for 18 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"> ● 500 ml reusable and sustainable water tumbler ● Water (sustainable packaging, single-use packaging is not allowed) ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock (reef-safe) ● Disposable hooded emergency raincoat ● One (1) sun visor/hat 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● Cold towels ● Customized luggage tags (3pcs per pax) (design is subject to TPB's approval) 	
TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH - SPEAKING TOUR GUIDE/ INTERPRETER	<p>One Licensed DOT-Accredited Japanese-speaking tour guide based in Bohol or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Must have handled at least (1) foreign tour group. <p>or</p> <p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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. 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<ul style="list-style-type: none"> ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour. ● Provision of one (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. 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● 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.
CURATED SUSTAINABLE DESTINATION - BASED TOKENS	<p>Provision of curated sustainable destination-based tokens for 18 pax</p> <p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. 	

	<ul style="list-style-type: none"> ● Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
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LOT 3: CLARK AND ENVIRONS Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP 1,091,321.00
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: 17 pax <ul style="list-style-type: none"> ● 13 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p><i>*Minimum guaranteed: 13 pax</i> <i>* Final number to be advised five (5) days before the project implementation</i></p>	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.
TRAVEL INSURANCE	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 16 pax	
TRANSPORTATION	Roundtrip Domestic Air Tickets <ul style="list-style-type: none"> ● Cebu – Clark for 16 pax ● Clark – Cebu for 16 pax 	<ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable

		<ul style="list-style-type: none"> ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes
	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster with vehicle year model at least 2018 or newer for four (4) days. 2. One (1) additional van for luggage for two (2) days (inclusive of driver and gas) <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● <i>Necessary expenses to cover all expenses including driver's fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline,</i> 	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.

	<p><i>lubricant, payment of toll fees and parking fees, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i></p> <ul style="list-style-type: none"> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	
ACCOMMODATION	<ul style="list-style-type: none"> ● Must be DOT accredited establishment in Clark. ● Deluxe / 4 to 5-star category Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of 16 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Provision of late check-out ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges
MEALS AND BEVERAGES	<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 17 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 17 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 17 pax x 4 days ● Snacks @ Php 500/pax/day x 17 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier

		will deduct this from the final bill (to be conferred with TPB)
TOURS AND ACTIVITIES	<p>Provision of interactive/operational tours and activities for 17 pax</p> <p><i>Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● 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. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
TOUR KITS	<p>Provision of incentivized sustainable tour kits for 17 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cache bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● Water (sustainable packaging, single-use packaging is not allowed) ● One (1) pack of facial tissue 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels <p>Customized luggage tags (3pcs per pax) (design is subject to TPB's approval)</p>	
TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER	<p>One Licensed DOT-Accredited Japanese-speaking tour guide based in Clark or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Must have handled at least (1) foreign tour group. <p>or</p>	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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. ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
PHOTOGRAPHER/ VIDEOGRAPHER AND TOUR COORDINATOR	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour. ● Provision of one (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. 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● 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.
CURATED SUSTAINABLE	Provision of curated sustainable destination-based tokens for 17 pax	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed.

DESTINATION-BASED TOKENS	<p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	

LOT 4: ILOILO AND BORACAY		ABC PHP 2,475,707.50
A. ILOILO Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP 911,497.00
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	<p>Total number of participants: 14 pax</p> <ul style="list-style-type: none"> ● 10 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p>*Minimum guaranteed: 11 pax * Final number to be advised five (5) days before the project implementation</p>	<p>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.</p>
TRAVEL INSURANCE	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 13 pax	
TRANSPORTATION	<p>Roundtrip Domestic Air Tickets</p> <ul style="list-style-type: none"> ● Cebu – Iloilo for 14 pax ● Iloilo – Cebu for 14 pax 	<ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes
	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <p>1. One (1) unit of a coaster with vehicle year model at least 2018 or newer for four (4) days.</p>	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in

	<p>2. One (1) additional van for luggage for two (2) days (inclusive of driver and gas)</p> <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● <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, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	<p>interacting with guests.</p>
<p>ACCOMMODATION</p>	<ul style="list-style-type: none"> ● Must be DOT accredited establishment in Iloilo. ● Deluxe / 4 to 5-star category Accessible to shopping, recreation, 	<ul style="list-style-type: none"> ● Provision of late check-out ● Provision of special lane for check-in and check-out

	<p>and attraction areas (please refer to the attached itinerary).</p> <ul style="list-style-type: none"> ● Provision of 13 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Waiving of room deposit charges
<p>MEALS AND BEVERAGES</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 14 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 14 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 14 pax x 4 days ● Snacks @ Php 500/pax/day x 14 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
<p>TOURS AND ACTIVITIES</p>	<p>Provision of interactive/operational tours and activities for 14 pax</p> <p><i>Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Provide an alternative itinerary

		<p>or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.</p> <ul style="list-style-type: none"> ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
<p>TOUR KITS</p>	<p>Provision of incentivized sustainable tour kits for 14 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, catcha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● Water (sustainable packaging, single-use packaging is not allowed) ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock (reef-safe) ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● Customized luggage tags (3pcs per pax) (design is subject to TPB's approval) 	
TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER	<p>One Licensed DOT-Accredited Japanese-speaking tour guide based in Iloilo or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Must have handled at least (1) foreign tour group. <p>or</p> <p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<p>history, culture, tradition, art as well as current events.</p> <ul style="list-style-type: none"> ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
PHOTOGRAPHER/ VIDEOGRAPHER AND TOUR COORDINATOR	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour ● Provision of one (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. 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● 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.
CURATED SUSTAINABLE DESTINATION-BASED TOKENS	<p>Provision of curated sustainable destination-based tokens for 14 pax</p> <p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, 	

	<p>porter fees, communication expenses, water expenses, and other on-site related expenses.</p> <ul style="list-style-type: none"> ● Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
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B. BORACAY Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP 1,564,210.50
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: 18 pax <ul style="list-style-type: none"> ● 14 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p>*Minimum guaranteed: 14 pax * Final number to be advised five (5) days before the project implementation</p>	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.
TRAVEL INSURANCE	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 13 pax	
TRANSPORTATION	Roundtrip Domestic Air Tickets	<ul style="list-style-type: none"> ● Regular economy

	<ul style="list-style-type: none"> ● Cebu – Caticlan for 17 pax ● Caticlan – Cebu for 17 pax 	<ul style="list-style-type: none"> ● Re-bookable ● Re-routable ● Refundable ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes
	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster with vehicle year model at least 2018 or newer for four (4) days. 2. One (1) additional van for luggage for two (2) days (inclusive of driver and gas) <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● <i>Necessary expenses to cover all expenses including driver's fee, as well</i> 	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.

	<p><i>as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i></p> <ul style="list-style-type: none"> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	
ACCOMMODATION	<ul style="list-style-type: none"> ● Must be DOT accredited establishment in Boracay. ● Deluxe / 4 to 5-star category ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of 17 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Provision of late check-out ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges
MEALS AND BEVERAGES	<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 18 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 18 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 18 pax x 4 days ● Snacks @ Php 500/pax/day x 18 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal

		hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
TOURS AND ACTIVITIES	<p>Provision of interactive/operational tours and activities for 18 pax</p> <p><i>Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● 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. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
TOUR KITS	<p>Provision of incentivized sustainable tour kits for 18 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cache bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● Water(sustainable packaging, single-use packaging is not allowed) 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock (reef-safe) ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels ● Customized luggage tags (3pcs per pax) (design is subject to TPB's approval) 	
<p>TOUR SIGNAGES AND BANNER</p>	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
<p>SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER</p>	<p>One Licensed DOT-Accredited Japanese-speaking tour guide based in Boracay or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. <p>or</p> <p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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. ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
<p>PHOTOGRAPHER/ VIDEOGRAPHER AND TOUR COORDINATOR</p>	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour ● Provision of one (1) tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all matters required 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● 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.

	for the smooth implementation of the tour.	
CURATED SUSTAINABLE DESTINATION-BASED TOKENS	<p>Provision of curated sustainable destination-based tokens for 18 pax</p> <p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. ● Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	

LOT 5: PALAWAN (SAN VICENTE) Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP 1,080,757.00
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: 14 pax <ul style="list-style-type: none"> ● 10 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p style="text-align: center;"> <i>*Minimum guaranteed: 11 pax</i> <i>* Final number to be advised five (5) days before the project implementation</i> </p>	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.
TRAVEL INSURANCE	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 13 pax	
TRANSPORTATION	Roundtrip Domestic Air Tickets <ul style="list-style-type: none"> ● Cebu – San Vicente for 14 pax ● San Vicente – Cebu for 14 pax 	<ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes
	Land transportation with driver for the whole duration of the trip inclusive of the following requirements: <ol style="list-style-type: none"> 1. One (1) unit of a coaster with vehicle year model at least 2018 or newer for four (4) days. 2. One (1) additional van for luggage for two (2) days (inclusive of driver and gas) 	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.

	<ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> ● ● <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, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	
ACCOMMODATION	<ul style="list-style-type: none"> ● Must be DOT accredited establishment in San Vicente, Palawan. ● Deluxe / 4 to 5-star category ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). 	<ul style="list-style-type: none"> ● Provision of late check-out ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges

	<ul style="list-style-type: none"> ● Provision of 13 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	
MEALS AND BEVERAGES	<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 14 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 14 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 14 pax x 4 days ● Snacks @ Php 500/pax/day x 14 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements. ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
TOURS AND ACTIVITIES	<p>Provision of interactive/operational tours and activities for 14 pax</p> <p><i>Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Provide an alternative itinerary or activity in case of rain, risk of typhoon,

		<p>and other unforeseen or fortuitous events subject to the approval of the TPB.</p> <ul style="list-style-type: none"> ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
<p>TOUR KITS</p>	<p>Provision of incentivized sustainable tour kits for 14 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, catcha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● Water (sustainable packaging, single-use packaging is not allowed) ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock (reef-safe) ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● Customized luggage tags (3pcs per pax) (design is subject to TPB's approval) 	
TOUR SIGNAGES AND BANNER	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER	<p>One Licensed DOT-Accredited Japanese-speaking tour guide based in Palawan or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. ● Must have handled at least (1) foreign tour group. <p>or</p> <p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<p>history, culture, tradition, art as well as current events.</p> <ul style="list-style-type: none"> ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
PHOTOGRAPHER/ VIDEOGRAPHER AND TOUR COORDINATOR	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour. ● Provision of one (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. 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● 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.
CURATED SUSTAINABLE DESTINATION-BASED TOKENS	<p>Provision of curated sustainable destination-based tokens for 14 pax</p> <p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, 	

	<p>porter fees, communication expenses, water expenses, and other on-site related expenses.</p> <ul style="list-style-type: none"> ● Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
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LOT 6: DAVAO Post-Tour 24 – 27 October 2024 (indicative dates and subject to change without prior notice)		ABC PHP 911,497.00
DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	<p>Total number of participants: 14 pax</p> <ul style="list-style-type: none"> ● 10 buyer participants ● 1 airline staff ● 1 PDOT Japan staff ● 1 TPB staff ● 1 DOT RO staff <p>*Minimum guaranteed: 11 pax * Final number to be advised five (5) days before the project implementation</p>	<p>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.</p>
TRAVEL INSURANCE	<p>Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 13 pax</p>	

<p>TRANSPORTATION</p>	<p>Roundtrip Domestic Air Tickets</p> <ul style="list-style-type: none"> ● Cebu – Davao for 14 pax ● Davao – Cebu for 14 pax 	<ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes
	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster with vehicle year model at least 2018 or newer for four (4) days. 2. One (1) additional van for luggage for two (2) days (inclusive of driver and gas) <ul style="list-style-type: none"> ● <i>Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i> ● <i>Vehicle year model must be at least 2018 or newer.</i> ● <i>Must be equipped with:</i> <ul style="list-style-type: none"> - <i>Climate control or air-conditioning, PA system, and dashcam (front & back)</i> - <i>With safety belts for all seats</i> - <i>GPS or Waze and charge units for phones</i> ● <i>Must be DOT-accredited and/or PATTO-accredited operator (submit proof of accreditation five (5) calendar days after receipt of NOA)</i> 	<ul style="list-style-type: none"> ● Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests.

	<ul style="list-style-type: none"> ● <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, overtime charges and other consumable costs, and other related expenses, will be covered by the tour operator.</i> ● <i>Must have enough umbrellas in the vehicle for the passengers</i> 	
ACCOMMODATION	<ul style="list-style-type: none"> ● Must be DOT accredited establishment in Davao. ● Deluxe / 4 to 5-star category ● Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). ● Provision of 13 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for three (3) nights. ● Provision for early check-in and/or late checkout based on the itinerary. ● Preferably with welcome amenities in the room upon check-in. 	<ul style="list-style-type: none"> ● Provision of late check-out ● Provision of special lane for check-in and check-out ● Waiving of room deposit charges
MEALS AND BEVERAGES	<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 14 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> ● Lunch @ PHP 1,200/pax/day x 14 pax x 3 days ● Dinner @ PHP 1,300/pax/day x 14 pax x 4 days ● Snacks @ Php 500/pax/day x 14 pax x 4 days 	<ul style="list-style-type: none"> ● With one round of beverages per meal. ● The budget per meal should be reflected in the bidder's proposal. ● If a plated meal, there should be at least 3 viands. ● Ensure provision of dietary requirements.

		<ul style="list-style-type: none"> ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)
TOURS AND ACTIVITIES	<p>Provision of interactive/operational tours and activities for 14 pax</p> <p><i>Please refer to the itinerary of the group.</i></p>	<ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● 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. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols.
TOUR KITS	<p>Provision of incentivized sustainable tour kits for 14 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, catcha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler 	<ul style="list-style-type: none"> ● Provide label and descriptions (for what illness) for the medicine set

	<ul style="list-style-type: none"> ● Water (sustainable packaging, single-use packaging is not allowed) ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock (reef-safe) ● Disposable hooded emergency raincoat ● One (1) sun visor/hat ● Cold towels ● Customized luggage tags (3pcs per pax) (design is subject to TPB's approval) 	
<p>TOUR SIGNAGES AND BANNER</p>	<ul style="list-style-type: none"> ● Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. ● Provision of a tour banner for a group picture (size: 2 feet x 3 feet, full color-printing) 	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Banner to be designed by TPB and printed out by the tour operator.
<p>SERVICES OF A LICENSED DOT-ACCREDITED JAPANESE/ENGLISH-SPEAKING TOUR GUIDE/ INTERPRETER</p>	<p>One Licensed DOT-Accredited Japanese-speaking tour guide based in Davao or one DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> ● Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of 	<ul style="list-style-type: none"> ● Must have experience in handling foreign groups ● Proof to be submitted 5 calendar days from receipt of NOA

	<p>Philippine history, culture, tradition, art as well as current events.</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. <p>or</p> <p>DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> ● Must have handled at least (1) foreign tour group. ● 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. ● Japanese interpreter must be familiar with tourism-related terminologies, and must be fluent and conversant in Japanese and English. 	
<p>PHOTOGRAPHER/ VIDEOGRAPHER AND TOUR COORDINATOR</p>	<ul style="list-style-type: none"> ● 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 SOA ● Provision of a three-minute SDE video containing the highlights of the tour stored in a USB drive and via Google drive to be submitted to the TPB representative at the end of the tour ● Provision of one (1) tour coordinator with at least three (3) years of experience to coordinate with the TPB 	<ul style="list-style-type: none"> ● Please submit a Curriculum Vitae of the tour coordinator together with the technical bid proposal. ● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth

	Project Officer on all matters required for the smooth implementation of the tour.	implementation of the tour.
CURATED SUSTAINABLE DESTINATION-BASED TOKENS	<p>Provision of curated sustainable destination-based tokens for 14 pax</p> <p>*Submit sample photos/pegs of proposed destination-based tokens. TPB to approve final sampling before mass production.</p>	<ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval.
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<ul style="list-style-type: none"> ● Provision of budget to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. ● Provision of one (1) first aid kit for the group, to include at least 6 pieces 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 ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	

IV. PROJECT IMPLEMENTATION SCHEDULE/SCHEDULE OF REQUIREMENTS

MODULES	DATES	NO. OF PAX
LOT 1: CEBU	23-24 October 2024	116 pax / 230 pax (Arrivals / B2B)

Arrivals and B2B Networking	<i>(indicative dates and subject to change without prior notice)</i>	
LOT 2:		
A. CEBU Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	26 pax (22 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)
B. BOHOL Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	18 pax (14 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)
LOT 3: CLARK AND ENVIRONS Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	17 pax (13 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)
LOT 4:		
A. ILOILO Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	14 pax (10 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)
B. BORACAY Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	18 pax (14 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)
LOT 5: PALAWAN (SAN VICENTE) Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	14 pax (10 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)
LOT 6: DAVAO Post-Tour	24-27 October 2024 <i>(indicative dates and subject to change without prior notice)</i>	14 pax (10 participants + 1 airline staff, 1 PDOT Japan staff, 1 TPB staff, 1 DOT RO staff)

V. OTHER TECHNICAL REQUIREMENTS

1. Assistance in preparing/securing entry documents, as may be necessary.
2. Willingness to respond to immediate/unforeseen changes in specifications.
3. 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.
4. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws.
5. 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).
6. Must be engaged in the business as a travel and tour operator for at least three (3) years with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants and must have handled at least three (3) international groups preferably Japanese in the last three (3) years. Provide certificate of Satisfactory Completion for handled groups.
7. ***Tour activities and/or schedules/dates may still be changed*** based on recommendations of the DOT Regional Offices.
8. 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.
9. Bidders should submit a detailed 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***.
10. Submit a Curriculum Vitae of the tour coordinator together with the bid proposal per leg. If bidding for several lots, tour coordinator should be different per lot.

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
LOT 1: CEBU Arrivals and B2B Networking	PHP 3,594,003.00 Inclusive of all applicable taxes
LOT 2: CEBU AND BOHOL Post-Tour	PHP 2,846,714.50 Inclusive of all applicable taxes
A. CEBU	PHP 1,596,903.00 Inclusive of all applicable taxes
B. BOHOL	PHP 1,249,811.50 Inclusive of all applicable taxes
LOT 3: CLARK AND ENVIRONS Post-Tour	PHP 1,091,321.00 Inclusive of all applicable taxes
LOT 4: ILOILO AND BORACAY Post-Tour	PHP 2,475,707.50 Inclusive of all applicable taxes
A. ILOILO	PHP 911,497.00 Inclusive of all applicable taxes
B. BORACAY	PHP 1,564,210.50 Inclusive of all applicable taxes
LOT 5: PALAWAN (SAN VICENTE) Post-Tour	PHP 1,080,757.00 Inclusive of all applicable taxes
LOT 6: DAVAO Post-Tour	PHP 911,497.00 Inclusive of all applicable taxes
GRAND TOTAL	PHP 12,000,000.00

VII. TERMS OF PAYMENT

- 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 in accordance with prevailing accounting and auditing rules and regulations.

- 30 days upon receipt of SOA/billing
- Full payment will be on the send-bill arrangement statement to the ***TOURISM PROMOTIONS BOARD PHILIPPINES*** after the completion of services.

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

SHEENA ANJELI M. BOTIWEY

Chief, North Asia Division

International Promotions Department

Tourism Promotions Board

6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, Philippines

The supplier will be 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

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