

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR COMMUNITY-BASED TOURISM (CBT) SITES MARKETING ENHANCEMENT PROGRAM PHASE 4

I. BACKGROUND

Tourism continues to grow as a significant industry generating economic growth and development in the Philippines. Associated with its success is the participation of communities surrounding tourist destinations.

As a result, community-based tourism (CBT) initiatives have emerged to account for the community's increasing participation in tourism development. CBT has been viewed as offering an opportunity to empower local communities to develop a more appropriate grassroots form of sustainable tourism than mass tourism and to contribute to local economic development and poverty reduction.

In order to address such concerns, one of the TPB's initiatives is the conduct of the Marketing Enhancement on the existing Community-Based Tourism (CBT) sites, an intervention that can improve the community's capacity in terms of digital marketing, social media management, content creation, and product branding, and sustainable packaging design. For the previous years, the program had trained and produced community-member digital marketers.

For this year, the program intends to dwell its strategy on the promotion and marketing of the CBT destinations by inviting tour operators and travel agents to immerse themselves in various DOT identified CBT sites. The main objective of the program is to have an authentic CBT experience that will aid them in designing a sustainable tour packages to be offered to both domestic and foreign tourists. They will be assisted by industry experts in designing such packages.

Other component of program is to highlight the various destinations under the Philippine Experience Program (PEP) of the DOT. This is the government's initiative aimed at showcasing and celebrating the rich culture, heritage and arts of the Philippines in which artisans of indigenous people are also being highlighted as unique Filipino brand and identity.

A hand full media practitioners will also participate to maximize generation of media mileage of the program and the unique and authentic community experiences.

II. OBJECTIVES

The main objectives are the following:

1. Assess and validate existing and potential Community-Based Tourism sites nationwide ready for promotion,
2. Highlight and promote destinations identified under the Philippine Experience Program (PEP),
3. Create sustainable CBT tour packages to be offered to both local and foreign tourists,
4. Generate tourist arrivals, tourism receipts and investments for the country, and
5. Promote the program and the unique experience through generate media mileage.

III. SCOPE OF WORK/SERVICES

<p>LOT 1-</p> <p>SITE VALIDATIONS (October 27 until November 15, 2024)</p> <p>(Indicative Dates)</p> <p>Site validation on the following: Cordillera, CALABARZON, South Cotabato-Davao, Sorsogon-Eastern Visayas, Bicol, Zamboanga, Western Visayas.</p>	<p><u>Participants:</u></p> <ul style="list-style-type: none"> - One (1) Expert - Two (2) TPB - One (1) TPB GAD Advocate - One (1) DOT Regional Office and 			
	TRANSPORTATION			
	Destination	No. of Days	Route	Vehicle
	Cordillera	4 days	Covering the 3 Provinces	1 VAN
	CALABARZON	3 days	Covering the 3 Provinces	1 VAN
	S.C – DVO	3 days	Covering 3 provinces	1 VAN
	Sorsogon – Eastern Visayas	5 days	Covering 4 provinces	1 VAN
	Bicol	4 days	Covering 4 provinces	1 VAN
	Zamboanga	4 days	Covering 3 provinces	1 VAN
Western Visayas	3 days	Covering 4 provinces	1 VAN	
<p>Provision of round-trip Domestic Air-tickets for 3 pax with 20 kilos baggage allowance per way.</p> <ul style="list-style-type: none"> A. Cordillera – MNL- TUG- MNL PR for 3 pax (Cordillera) B. MNL-DVO / DVO -MNL for 3 pax (SOC-Davao) C. MNL- DRG / TAC-MNL for 3 pax (Sorsogon-W. Visayas) 				

- D. MNL – DRG/ DRG-MNL for 3 pax (Bicol)
- E. ZAMBOANGA – MNL / ZAM – MNL for 3 pax (Zamboanga)
- F. MNL – BACOLOD / KALIBO-MNL for 3 pax (W. Visayas)

3 Comprehensive Travel Insurance for 7 destinations

ACCOMMODATION

Destinations	No. of Rooms	Classification	No of Nights
Cordillera	3 rooms	Deluxe Type of Room	3 nights
CALABARZON	3 rooms	Deluxe Type of Room	2 nights
S.C – DVO	3 rooms	Deluxe Type of Room	4 nights
Sorsogon – Eastern Visayas	3 rooms	Deluxe Type of Room	4 nights
Bicol	3 rooms	Deluxe Type of Room	3 nights
Zamboanga	3 rooms	Deluxe Type of Room	3 nights
Western Visayas	3 rooms	Deluxe Type of Room	3 nights

MEALS

Destinations	No. of Pax	Meal coverage	No. of Days
Cordillera	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	4 days
CALABARZON	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	3 days
S.C – DVO	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	5 days
SOR – E.V.	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	5 days

	Bicol	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	4 days	
	Zamboanga	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	4 days	
	Western Visayas	4	Meals (lunch/ dinner and snacks amounting to PhP2,000.00/day	4 days	
Coordination Meeting amounting to PhP20,000.00/ destination x 7 destinations					
Professional Fee/Honorarium of CBT expert amounting to PhP20,000 per expert per leg					
On-site related expenses amounting to PhP20,000.00 per destination x 7 destinations					
Ferry Boat/boat transfers for 4 pax on the following destinations:					
<ol style="list-style-type: none"> 1. Sorsogon – Eastern Visayas 2. Bicol 3. Western Visayas 4. Zamboanga 					



LOT 2 – CORDILLERA (w/ PEP) November 27- December 01, 2024 (Indicative Dates)	<u>Participants:</u> <ul style="list-style-type: none"> - One (1) Expert - Three (3) TPB - One (1) DOT Regional Office and - Ten (10) Tour Operators Five - (5) Media/Influencers 														
	TRANSPORTATION														
	<table border="1"> <thead> <tr> <th>DAY</th> <th>Unit/Type of vehicle</th> <th>Route</th> <th>No of pax</th> </tr> </thead> <tbody> <tr> <td>1 -5</td> <td>4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with driver inclusive of gas, parking fees and overtime fees</td> <td>Tours within the approved itinerary</td> <td>20 pax</td> </tr> <tr> <td></td> <td>1 van (Transfer-in and Transfer-out) on Day 01 and Day 05 of TPB personnel</td> <td>Residence-NAIA- Residence</td> <td>2 pax</td> </tr> </tbody> </table>	DAY	Unit/Type of vehicle	Route	No of pax	1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with driver inclusive of gas, parking fees and overtime fees	Tours within the approved itinerary	20 pax		1 van (Transfer-in and Transfer-out) on Day 01 and Day 05 of TPB personnel	Residence-NAIA- Residence	2 pax		
DAY	Unit/Type of vehicle	Route	No of pax												
1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with driver inclusive of gas, parking fees and overtime fees	Tours within the approved itinerary	20 pax												
	1 van (Transfer-in and Transfer-out) on Day 01 and Day 05 of TPB personnel	Residence-NAIA- Residence	2 pax												

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

20 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (1) DOT representatives, (1) Expert, Ten (10) Tour Operators and Agents, Five (5) Media amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights
20 pax	20 single rooms	Deluxe Type of Room	4

MEALS

Provision of Meals for 30 pax for (5 days) (Lunch, Dinner, AM snack and pm snack amounting to **PhP1,500** per pax per day)

Note: Provision of alternative meals for those with dietary restriction.

Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)

Note: subject to TPB's approval

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, **face mask**, etc.)

Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

	<p>The provision of reiki practitioner and meditation coach with community meditations and energetic self-healing with signature soulful workshop including professional fee of PhP150,000.00</p>
	<p>Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to PhP20,000.00</p> <p>Standby Paramedics in all areas</p>
	<p>Provision of Experiential, Immersive and Slow Travel Tour for the whole duration for the tours for Media/ TPB/ DOT for 20 pax showcasing the featured communities, tour activities and developed circuits without any obstruction of the indigenous knowledge of the community. <i>Note: subject for approval of TPB/ DOT Regional Office/ LGU</i></p>
	<p>Provision of banners (for group photo opportunities) and conducive venue for tour package design workshop and necessary supplies.</p>
	<p>Tokens/Giveaways to 20 participants must be sustainable and come from the host communities amounting to Ph2,500.00</p>
	<p>Porter Fees (if applicable)</p>
	<p>Provision for on-site related expenses amounting to PhP75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)</p>



<p>LOT 3 – CALABARZON (w/ PEP) December 5-9, 2024 Indicative dates</p>	<p><u>Participants:</u></p> <ul style="list-style-type: none"> - One (1) Expert - Three (3) TPB - One (1) DOT Regional Office and - Ten (10) Tour Operators Five - (5) Media/Influencers 										
	<p>TRANSPORTATION</p>										
	<table border="1"> <thead> <tr> <th>DAY</th> <th>Unit/Type of vehicle</th> <th>Route</th> <th>No of pax</th> </tr> </thead> <tbody> <tr> <td>1 -5</td> <td>4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with</td> <td>Tours within the approved itinerary</td> <td>20 pax</td> </tr> </tbody> </table>	DAY	Unit/Type of vehicle	Route	No of pax	1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with	Tours within the approved itinerary	20 pax		
DAY	Unit/Type of vehicle	Route	No of pax								
1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with	Tours within the approved itinerary	20 pax								

	driver inclusive of gas, parking fees and overtime fees		
	1 van (Transfer-in and Transfer-out) on Day 01 and Day 05 of TPB personnel	Residence-NAIA- Residence	2 pax

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

20 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (1) DOT representatives, (1) Expert, Ten (10) Tour Operators and Agents, Five (5) Media amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights
20 pax	20 single rooms	Deluxe Type of Room	4

MEALS

Provision of Meals for 30 pax for (5 days) (Lunch, Dinner, AM snack and pm snack amounting to **PhP1,500** per pax per day)

Note: Provision of alternative meals for those with dietary restriction.

Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)

Note: subject to TPB's approval

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, **face mask**, etc.)

Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito

	<p>repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00</p>
	<p>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</p> <p><i>Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder</i></p>
	<p>Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to PhP20,000.00</p> <p>Standby Paramedics in all areas</p>
	<p>Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)</p> <p>Note: subject to TPB's approval</p>
	<p>Provision of banners (for group photo opportunities) and conducive venue for tour package design workshop and necessary supplies.</p>
	<p>Tokens/Giveaways to 20 participants must be sustainable and come from the host communities amounting to PhP2,500.00</p>
	<p>Porter Fees (if applicable)</p>
	<p>Provision for on-site related expenses amounting to PhP75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)</p>
<p>LOT 4- SOUTH COTABATO- DAVAO (w/ PEP) November 20- 26, 2024</p>	<p><u>Participants:</u></p> <ul style="list-style-type: none"> - One (1) Expert - Three (3) TPB - One (1) DOT Regional Office and - Ten (10) Tour Operators Five - (5) Media/Influencers
	<p>TRANSPORTATION</p>

DAY	Unit/Type of vehicle	Route	No of pax
1 - 6	4 Vans (2018 model or newer) or one (1) unit of minibus/coaster with driver inclusive of gas, parking fees and overtime fees	Tours within the approved itinerary	20 pax
	1 van (Transfer-in and Transfer-out) on Day 01 and Day 06 of TPB personnel	Residence-NAIA- Residence	2 pax

With first aide kit per unit

Round trip Domestic Air-tickets MNL-TUG-MNL for 19 pax with 20 kilos baggage allowance per way. Tickets must be rebookable.

20 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (1) DOT representatives, (1) Expert, Ten (10) Tour Operators and Agents, Five (5) Media amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights
20 pax	20 single rooms	Deluxe Type of Room	5

MEALS

Provision of Meals for 25 pax (including LGUs) for (6 days) (Lunch, Dinner, AM snack and pm snack amounting to PhP2,500 per pax per day)

Note: Provision of alternative meals for those with dietary restriction.

Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)

Note: subject to TPB's approval

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, **face mask**, etc.)

Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

Standby Paramedics in all areas

Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to PhP20,000.00

The provision of reiki practitioner and meditation coach with community meditations and energetic self-healing with signature soulful workshop including professional fee of **PhP150,000.00**

Provision of 6-day tour (experiential, immersive/slow travel) for all the participants showcasing the featured communities, tour activities without any obstruction to the indigenous knowledge of the community.

Note: Itinerary is subject for approval of TPB/ DOT Regional Office/ LGU.

Provision of banners (for group photo opportunities) and conducive venue for tour package design workshop and necessary supplies.

Tokens/Giveaways for 20 participants must be sustainable and come from the host communities amounting to PhP2,500.00

Porter Fees (if applicable)

Provision for **on-site related expenses** amounting to PhP75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)

**LOT 5-
SORSOGON-
EASTERN VISAYAS
(w/out PEP)**

November 6-10,
2024

Indicative Date

Participants:

- Two (2) Experts
- Two (2) TPB
- One (1) DOT Regional Office
- Fifteen (15) Tour Guides
- Five (5) Tour Operators
- Five (5) Media/Influencers

TRANSPORTATION

DAY	Unit/Type of vehicle	Route	No of pax
1- 6	One (1) unit of a bus with driver inclusive of gas, parking fees overtime fees, and or 6 Vans (2018 model or newer) or one (1) unit of minibus/coaster with driver inclusive of gas, parking fees, and overtime fees	Tours within the approved itinerary	30 pax
	1 van (Transfer-in and Transfer-out) on Day 01 and Day 06 of TPB personnel	Residence-NAIA- Residence	2 pax

Provision of round-trip Domestic Air-tickets MNL-LEG and TAC-MNL and or any available flights nearby entry and exit for 29 pax with 20 kilos baggage allowance per way. Tickets must be rebookable

Provision of Ferry boat from Sorsogon to Allen Samar for 29 pax

30 Comprehensive Travel Insurance for the participants from the community amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights
30 pax	30 single rooms	Deluxe Type of Room	5

<p>MEALS Provision of Meals for 35 pax (including LGUs) for (6 days) (Lunch, Dinner, AM snack and pm snack amounting to PhP2,500 per pax per day) <i>Note: Provision of alternative meals for those with dietary restriction.</i></p>
<p>Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites for Sorsogon and 3 sites for Eastern Visayas) Note: subject to TPB's approval</p>
<p>First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, face mask, etc.)</p>
<p>Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00</p>
<p>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</p> <p><i>Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder</i></p>
<p>Standby Paramedics in all areas</p> <p>Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to PhP20,000.00</p>
<p>Provision of 6-day tour (experiential, immersive/slow travel) for all the participants showcasing the featured communities, tour activities without any obstruction to the indigenous knowledge of the community. <i>Note: Itinerary is subject for approval of TPB/ DOT Regional Office/ LGU.</i></p>
<p>Provision of banners (for group photo opportunities) and conducive venue for tour package design workshop and necessary supplies.</p>

	Tokens/Giveaways for 30 participants must be sustainable and come from the host communities amounting to PhP2,500.00
	Porter Fees (if applicable)
	Provision for on-site related expenses amounting to PhP75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)



LOT 6- WESTERN VISAYAS (w/ PEP)
November 16-20, 2024
Indicative Dates

- Participants:
- **One (1) Expert**
 - **Three (3) TPB**
 - **One (1) DOT Regional Office and**
 - **Ten (10) Tour Operators Five**
 - **(5) Media/Influencers**

TRANSPORTATION

DAY	Unit/Type of vehicle	Route	No of pax
1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus with driver inclusive of gas, parking fees and overtime fees	Tours within the approved itinerary	20 pax
	1 van (Transfer-in and Transfer-out) on Day 01 and Day 05 of TPB personnel	Residence- NAIA- Residence	2 pax

With first aide kit per unit

Provision of round-trip Domestic Air-tickets MNL-BAC and ILO-MNL for 19 pax with 20 kilos baggage allowance per way. Tickets must be rebookable

Provision of Ferry Boat from Negros Island to Panay Island for 20 pax

20 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (1) DOT representatives, (1) Expert, Ten (10) Tour Operators and Agents, Five (5) Media amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights

20 pax	20 single rooms	Deluxe Type of Room	4
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MEALS
Provision of Meals for 25 pax (including LGUs) for (5 days) (Lunch, Dinner, AM snack and pm snack amounting to PhP2,500 per pax per day)
Note: Provision of alternative meals for those with dietary restriction.

Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)
 Note: subject to TPB's approval

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, **face mask**, etc.)

Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

The provision of reiki practitioner and meditation coach with community meditations and energetic self-healing with signature soulful workshop including professional fee of **PhP150,000.00**

Standby Paramedics in all areas

Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to PhP20,000.00

	<p>Provision of 5-day tour (experiential, immersive/slow travel) for all the participants showcasing the featured communities, tour activities without any obstruction to the indigenous knowledge of the community. <i>Note: Itinerary is subject for approval of TPB/ DOT Regional Office/ LGU.</i></p>
	<p>Provision of banners (for group photo opportunities) and conducive venue for tour package design workshop and necessary supplies.</p>
	<p>Tokens/Giveaways to 20 participants must be sustainable and come from the host communities amounting to PhP2,500.00</p>
	<p>Porter Fees (if applicable)</p>
	<p>Provision for on-site related expenses amounting to PhP75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)</p>



<p>LOT 7- ZAMBOANGA (w/out PEP) December 12-16, 2024 Indicative Dates</p>	<p><u>Participants:</u></p> <ul style="list-style-type: none"> - One (1) Expert - Three (3) TPB - One (1) DOT Regional Office and - Ten (10) Tour Operators Five - (5) Media/Influencers 				
	<p>TRANSPORTATION</p>				
	DAY	Unit/Type of vehicle	Route	No of pax	<p>With first aide kit per unit</p>
	1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus with driver inclusive of gas, parking fees and overtime fees	Tours within the approved itinerary	20 pax	
		1 van (Transfer-in and Transfer-out) on Day 01 and Day 06 of TPB personnel	Residence- NAIA- Residence	2 pax	
<p>Round trip Domestic Air-tickets MNL-ZAM-MNL for 19 pax with 20 kilos baggage allowance per way. Tickets must be rebookable.</p>					
<p>Provision of Ferry Boats from Zamboanga City to Basilan Island and Sta. Cruz Island</p>					

20 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (1) DOT representatives, (1) Expert, Ten (10) Tour Operators and Agents, Five (5) Media amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights
20 pax	20 single rooms	Deluxe Type of Room	4

MEALS

Provision of Meals for 25 pax (including LGUs) for (5 days) (Lunch, Dinner, AM snack and pm snack amounting to PhP2,500 per pax per day)

Note: Provision of alternative meals for those with dietary restriction.

Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)

Note: subject to TPB's approval

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, **face mask**, etc.)

Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

Standby Paramedics in all areas

	Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to Php20,000.00
	Provision of a 5-day tour (experiential, immersive/slow travel) for all the participants showcasing the featured communities, and tour activities without any obstruction to the indigenous knowledge of the community. <i>Note: Itinerary is subject for approval of TPB/ DOT Regional Office/ LGU.</i>
	Provision of banners (for group photo opportunities) and a conducive venue for a tour package design workshop and necessary supplies.
	Tokens/Giveaways for 20 participants must be sustainable and come from the host communities amounting to Php2,500.00
	Porter Fees (if applicable)
	Provision for on-site related expenses amounting to Php75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)



LOT 8- BICOL (w/ PEP) November 16-20, 2024 Indicative Dates	<u>Participants:</u> - One (1) Expert - Three (3) TPB - One (1) DOT Regional Office and - Ten (10) Tour Operators Five - (5) Media/Influencers				
	TRANSPORTATION				
	DAY	Unit/Type of vehicle	Route	No of pax	With first aide kit per unit
	1 -5	4 Vans (2018 model or newer) or one (1) unit of minibus with driver inclusive of gas, parking fees and overtime fees	Tours within the approved itinerary	20 pax	
	1 van (Transfer-in and Transfer-out) on Day 01 and Day 05 of TPB personnel	Residence- NAIA- Residence	2 pax		
Round trip Domestic Air-tickets MNL-LEG-MNL for 19 pax with 20 kilos baggage allowance per way. Tickets must be rebookable.					

20 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (1) DOT representatives, (1) Expert, Ten (10) Tour Operators and Agents, Five (5) Media amounting to PhP500,000 worth of medical and emergency coverage.

ACCOMMODATION

Occupants	No. of Rooms	Classification	No of Nights
20 pax	20 single rooms	Deluxe Type of Room	4

MEALS

Provision of Meals for 25 pax (including LGUs) for (5 days) (Lunch, Dinner, AM snack and pm snack amounting to PhP2,500 per pax per day)

Note: Provision of alternative meals for those with dietary restriction.

Provision of enhancement of community starter kits amounting to PhP100,000.00 / identified CBT sites. (3 sites per destination)

Note: subject to TPB's approval

First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, anti-histamine for allergies, catapres for high-blood and other medicine for diarrhea, motion sickness, fever, pain reliever, **face mask**, etc.)

Provision of Customized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB) amounting to PhP1,500.00

Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated Audio Video Presentation output/highlights of the tour stored in a external hard drive (subject to the approval of the TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.

Note: Accommodation and meal requirements of the assigned personnel is c/o the winning bidder

Provision of reiki practitioner and meditation coach (to be recommended by TPB) to provide the participants and interested community members a community meditations and energetic self-healing with signature soulful

	workshop. To provide also her/his professional fee amounting to PhP50,000 per day.
	Standby Paramedics in all areas Professional Fee of one (1) expert Community-Based Tourism (CBT) Expert amounting to PhP20,000.00
	Provision of 5-day tour (experiential, immersive/slow travel) for all the participants showcasing the featured communities, tour activities without any obstruction to the indigenous knowledge of the community. <i>Note: Itinerary is subject for approval of TPB/ DOT Regional Office/ LGU.</i>
	Provision of banners (for group photo opportunities) and conducive venue for tour package design workshop and necessary supplies.
	Tokens/Giveaways to 20 participants must be sustainable and come from the host communities amounting to PhP2,500.00
	Porter Fees (if applicable)
	Provision for on-site related expenses amounting to PhP75,000.00 including incidental and other miscellaneous expenses (e.g., sampling of local delicacies and the likes)

V. ADDITIONAL REQUIREMENTS

1. Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.
2. **Tour activities and/or schedules/dates may still be changed** based on recommendations of the concerned DOT Regional Office and TPB.
3. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB **based on the actual cost per pax**.
4. Must provide Community/Regional Tour Guide(s), depending on the number of communities as per approved itinerary, during the tour for each lot. Winning bidder must provide CV/ DOT accreditation/ certification from LGU and or cooperative of proposed tour guide within ten (10) calendar days from the date of receipt of the Notice of Award (NOA).

VI. ELIGIBILITY

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

VI. TERMS OF PAYMENT

LOT NO. 1 – Full payment upon issuance of a certificate of satisfactory delivery of all requirements. Payment shall be made 30 days after submission of SOA and complete supporting documents.

LOT NO.	DESTINATION	% OF PAYMENT
2-8		
1 st Tranche	Confirmation of Final Itinerary and proof of bookings of accommodation	15% of the total contract price
2 nd Tranche	Completion of starter kits for the Community and booking of Domestic Air-tickets	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price

Note:

- Willing to provide services on a send bill arrangement based on the entire actual cost;
- Payment shall be made within 30 working days upon submission of the Statement of Account with complete supporting documents; and
- 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.

Please send the bill to the Tourism Promotions Board attention to:

CESAR R. VILLANUEVA

Division Chief, Sales Division

Domestic Promotions Department

VII. CONTRACT DURATION

One-time engagement shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

VIII. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the **Eight (8) Lots** is **EIGHTEEN MILLION FOUR HUNDRED FORTY-NINE THOUSAND PESOS ONLY (PhP18,449,000.00)** inclusive of all applicable tax and fees.

LOT NO.	DESTINATION	Approved Budget for the Contract (ABC)
1	Site Validations	PhP2,104,000.00
2	Cordillera	PhP2,350,700.00
3	CALABARZON	PhP1,953,700.00
4	South Cotabato- Davao	PhP2,659,200.00
5	Sorsogon- Eastern Visayas	PhP3,098,200.00
6	Western Visayas	PhP2,416,800.00
7	Zamboanga	PhP1,955,700.00
8	Bicol	PhP1,910,700.00
TOTAL		PhP18,449,000.00

LOT NO.	SCHEDULE OF REQUIREMENTS (2024)
1	October 27 - 15 November
2	27 November – 01 December
3	05-09 December
4	20-26 November
5	06-10 November
6	16-20 November
7	12-16 December
8	16-20 November

Note: Indicate Dates subject to change without prior notice

IX. CONTACT INFORMATION

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