

**TECHNICAL SPECIFICATIONS  
SERVICES OF A DESTINATION MANAGEMENT COMPANY/TOUR OPERATOR  
FOR THE KOREA M.I.C.E. FAMILIARIZATION TRIP 2024**

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**I. BACKGROUND**

In its efforts to sustain the promotional initiatives for the Korean MICE market, the Tourism Promotions Board (TPB) Philippines, through the assistance of the Philippine Department of Tourism (PDOT) – Korea Office, is organizing a familiarization (fam) trip for twelve (12) Korean MICE Buyers plus one (1) representative from PDOT-Korea and two (2) representatives from TPB (total of 15 pax) from 23-27 October 2024 in Bohol.

In view of the above, TPB needs the services of a Destination Management Company/ Tour Operator to organize the above-mentioned fam trip group.

**II. OBJECTIVES**

Aligned with one of the objectives of the National Tourism Development Plan (NTDP) 2023-2028 which is to increase investments and develop high-value tourism experiences such as MICE, the Korea MICE Familiarization Trip to the Philippines will further increase the tourist arrivals and receipts from the said market while ensuring the highest level of safety and security during the familiarization trip.

**III. SCOPE OF SERVICES**

The TPB shall procure the services of a tour operator/destination management company for the provision of the following requirements:

**Transportation**

1. Roundtrip Domestic Air Ticket for 2 pax (passenger names TBA)
  - Re-bookable, re-routable, and refundable, inclusive of 20 kg. baggage allowance, other taxes & applicable charges with comprehensive travel insurance
  - Economy Class
  - Route: Manila to Tagbilaran  
Date: 23 October 2024  
Flight: preferably morning flight
  - Route: Tagbilaran to Manila  
Date: 27 October 2024  
Flight: preferably morning flight
2. Land Transportation
  - 23 and 27 October 2024 for 2 pax (passenger names TBA)
    - One (1) van (2018 model or newer, 12-seater capacity, fully airconditioned, clean and comfortable) with driver for transfers of luggage and passengers (Tagbilaran Airport – Resort/Hotel – Tagbilaran Airport).
  - 23 – 27 October 2024 (Days 1 – 4) for 15 pax

- One (1) coaster (2018 model or newer, 20–30-seater capacity, fully airconditioned, clean, and comfortable) with driver for transfers (Tagbilaran Airport - Resort/Hotel - Tagbilaran Airport) and tours in Bohol
- Must be equipped with fire extinguisher, umbrellas, and first-aid kit
- With airport passes/stickers for Tagbilaran airport
- With dash cam (front and back)
- GPS or Waze and charge units for phones
- With luggage compartment

**Note:**

1. Must have a comprehensive insurance and should cover government taxes. Must be inclusive of gas fees, parking fees, toll fees, driver's fees and overtime payment, meals, transportation, other travel expenses of the drivers, coordinators, and tour guides, and other consumable and related expenses.
2. Must be a DOT-accredited and/or PATTO-accredited vehicle.
3. Must have signages in front, on the side, and behind the vehicle.
4. Drivers must:
  - Be professional tourist drivers who can communicate in English/Filipino
  - Be equipped with working mobile phone for easy coordination
  - Be a holder of valid professional driver's license
  - Be with trip ticket available during duty
  - Wear polo barong company uniform, black pants, black shoes, and company ID throughout the event
5. Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.

**Meals**

1. 23 October 2024 (Day 1) for 5 pax
  - Lunch (plated)
  - PM snack
  - Dinner (plated)
  - Amounting to PhP2,000.00 per pax for the three (3) meals
2. 24 – 26 October 2024 (Days 2 – 4) for 15 pax
  - Morning snack per day for three (3) days amounting to PhP500.00 per pax/meal
  - Themed/incentivized lunch per day for three (3) days amounting to PhP1,000.00 per pax/meal
  - Afternoon snack per day for three (3) days amounting to PhP500.00 per pax/meal
  - Themed/incentivized dinner per night for two (2) nights (25 – 26 October 2024) amounting to PhP1,500.00 per pax/meal
3. 27 October 2024 (Day 5) for 2 pax
  - AM snack amounting to PhP500.00 per pax/meal

**Note:**

1. There should be one (1) round of drinks per meal for all meals according to the indicated number of pax/quantity throughout the familiarization trip (23 – 27 October 2024).
2. Meals for lunch and dinner should be in buffet set-up.

**Cultural Performance**

1. A 10 to 15-minute cultural performance during the Welcome Dinner (to include the physical and technical requirements, professional fee, and travel expenses of the group – F&B, transportation, among others) on 24 Oct 2024 (Day 2).

#### **Korean-Speaking Guide**

1. Two (2) DOT-accredited Korean-speaking guides for four (4) days in Bohol (with previous experience as Tour Guide in previous TPB-initiated domestic and international familiarization trips) on 23 – 26 Oct 2024 (Days 1-4)
2. Package should be inclusive of the meals, transportation, and other travel expenses of the tour guides.

#### **Tours**

1. 24 – 26 Oct 2024 (Days 2-4) for 15 pax
  - Panglao Island Hopping with Snorkeling and Diving Activities
  - Mangrove River Kayaking
  - Hilot Massage
  - Bohol Countryside Tour
    - Corella Tarsier Sanctuary
    - Bilar man-made Forest
    - Chocolate Hills Viewing Deck
    - ATV Activity in Chocolate Hills
  - South Palm Tour
  - Whale Shark Watching

#### **Sales Presentations and Inspection of MICE Facilities in Bohol**

1. Coordination and arrangement for two 15-minute sales presentations from the identified M.I.C.E. facilities to include the technical requirements (projector, LED, or white screen among others, as necessary)
2. Inspection of 1 – 2 selected DOT-accredited M.I.C.E. facilities in Bohol
3. Given the limited time provided for each facility, the guests will only inspect the following:
  - largest meeting room
  - smallest meeting room
  - deluxe accommodation room
  - standard accommodation room
4. The meeting rooms and accommodation rooms must be physically ready upon arrival of the guests: well-lighted, air-conditioned, with sample setup – banquet, classroom, theatre, or board meeting set up, skirted tables, and chairs (if necessary). The inspection trip facilitator/s from the M.I.C.E. facilities must be professional, well-equipped, knowledgeable about the M.I.C.E. facility, and open to feedback.

#### **Airport Reception Upon Arrival (Day 1)**

1. Airport reception and assistance in Tagbilaran Airport to include physical or digital banners and/or cultural performing group. Design for digital/physical banner to be provided by TPB.

#### **Photo and Video Documentation (Days 1 – 5)**

1. Provision of one (1) professional videographer and one (1) professional photographer to cover the whole familiarization trip.

2. Produce a one (1)-minute video of the familiarization trip for uploading in TPB social media accounts (subject to 2 edits before the final draft) with the title, date, and destination in the beginning, and the DOT, Love the Philippines, and TPB logos in the end.
3. Provide three (3) copies of the consolidated output stored in USB drives after the familiarization trip and one (1) external hard drive (subject for approval of TPB).

#### **Other Requirements**

1. Incentivized tour kits (to include travel necessities) for 15 pax, needed on 24 October 2024, preferably sourced from the local community which includes the following:
  - 22oz Wide Mouth with Spout Lid Vacuum Insulated Stainless Steel Drinking Water Tumbler (BPA free)
  - Tissue
  - Wipes
  - 70 ml refillable sanitizer/alcohol
  - Face masks
  - Mints
  - Mosquito repellent
  - Folded umbrella
  - Fan
  - Tour shirt with Love the Philippines logo (design to be provided by the TPB)
2. Welcome Dinner giveaways amounting to PhP1,000.00 per pax for 20 pax on 24 October 2024 and three (3) destination-based giveaways, amounting to PhP1,000.00 per pax for 15 pax on 25/26 October 2024. Submit the proposed giveaways upon receipt of NOA, subject to approval of TPB.
3. Stand-by paramedics at identified locations in coordination with Region VII.
4. Digital, incentivized tour program with a directory of suppliers.
5. Provision for onsite related, incidental, and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Thirty Thousand Pesos Only (PhP30,000.00).
6. Assistance in preparing/securing entry documents, as necessary.
7. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.

#### **Note:**

1. All giveaways shall be sourced from the local community and advocates sustainability. The proposed designs must not reflect the tour operator's logo and should be subject to TPB's approval prior to production/printing.
2. No mineral water in plastic bottles must be provided.
3. Tour activities and/or schedules/dates may still be changed based on recommendations from the DOT Regional Office.

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

23 – 27 October 2024 (tentative) in Bohol

#### **V. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Must be a Filipino-owned operated and legally registered Destination Management Company/Tour Operator under the Philippine laws
2. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements.
3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation

#### **VI. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP1,000,000.00)** inclusive of all applicable taxes and fees.

#### **VII. TERMS OF PAYMENT**

1. Payment will be on a send bill arrangement based on the actual number of participants and costs incurred. Thus, any event sponsorship (hosted/discounted) sourced by DOT/TPB will be deducted from the bid amount.
2. Payment Term is thirty (30) working days and shall be initiated upon receipt of complete set of supporting documents (must include but not limited to trip ticket, flight tickets, boarding passes, terminal report with photos, etc.) and billing statements.
3. Bidders are encouraged to have a Land bank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

#### **VIII. CONTRACT DURATION**

The contract shall commence upon receipt of the Notice to Proceed (NTP) until full/complete delivery of requirements.

#### **IX. CONTACT INFORMATION**

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