

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE HIMALA SA BUHANGIN! ARTS AND MUSIC FESTIVAL

I. BACKGROUND

The Himala sa Buhangin! Arts and Music Festival, pioneered by the Provincial Government of Ilocos Norte (PGIN), is one of the province's most anticipated events. Launched in 2012 as part of Ilocos Norte's tourism promotion efforts, the festival takes place in the stunning Paoay Sand Dunes, transforming this natural wonder into a dynamic stage for art, music, and cultural celebration.

Driven by the vision of promoting local tourism, the festival has grown into a symbol of Ilocos Norte's creative spirit and ability to host large-scale events that attract both local and international visitors.

In support of this initiative, the Tourism Promotions Board (TPB) is seeking for the services of a tour operator to manage the logistics of the TPB official/s and personnel attending the event and meals for the event's VIPs.

II. OBJECTIVES

The program has the following objectives:

1. Enhance the province's cultural tourism offerings by integrating arts and music into the overall event experience, attracting culturally interested tourists and positioning Ilocos Norte as a destination for cultural tourism
2. Attract both local and international tourists to experience the adventure of the Paoay Sand Dunes, contributing to the growth of the local tourism industry
3. Position Ilocos Norte as a prime destination for adventure seekers

III. SCOPE OF WORK & DELIVERABLES

DELIVERABLES	SPECIFICATIONS
Air tickets	5 economy roundtrip ticket preferably: <ul style="list-style-type: none">• 15NOV MNL LAO 1110 1220• 17NOV LAO MNL 1310 1420• With 20 kg baggage allowance per person per route• Restrictions: Rebookable and refundable
Accommodation	<ul style="list-style-type: none">• Maximum of 3 single or twin-sharing rooms at a business-type hotel for two (2) nights• Must be located near the Paoay Sand Dunes• The hotel/resort must DOT-accredited and includes daily buffet breakfast (can cater to Halal/vegan/vegetarian food options)
Land Transportation	<ul style="list-style-type: none">• Two (2) units of van for TPB officials and personnel• Van unit year model must be at least 2019 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be

	<p>covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L</p> <ul style="list-style-type: none"> • Maximum use of 18 hours per day inclusive of overtime and driver's fee, overtime, food, parking fees, toll fees (if necessary). • With daily provision of wet tissues, alcohol, mineral water, mint • Must be equipped with GPS, first aid kit and umbrella • Driver should have strong navigation skills, uniformed, presentable and well-trained • Itinerary: Ilocos Norte and environs. Includes airport transfers via Laoag International Airport
Full-board meals for the TPB officials/personnel	Provision of full-board meals to a maximum of five (5) TPB personnel (AM snacks, PM snacks, lunch and dinner)
Meal Hosting	<ul style="list-style-type: none"> • Managed buffet dinner for 400 pax with 20% provision for vegetarian, halal, gluten-free, etc. • With free-flowing coffee/tea/water • With one (1) round of iced tea or local juice and one (1) round of local beer • With dedicated wait staff for every 4 tables • Menu featuring fusion of Filipino and international cuisine, to be submitted prior to the event and to be approved by TPB • Complete set-up for the buffet stations and dressed cocktail, tables and chairs • Designation of a food and beverage coordinator • Set-up must be ready three (3) hours before the start of the activities
Onsite-related expenses	Provision for incidental, miscellaneous, and onsite related expenses (e.g., data/communication allowance, courier fees, permits, entrance fees, environmental fees, tactical tours, porter fees) amounting to PhP15,000.00. Billing must be based on the actual cost supported with receipts.
Other requirements	<ul style="list-style-type: none"> • Assistance in preparing/ securing entry documents, as necessary. • Willingness to respond to immediate/unforeseen changes in specifications.

IV. INDICATIVE PROJECT IMPLEMENTATION DATE

“Himala sa Buhangin! Arts and Music Festival”

Paoay, Ilocos Norte

15-17 November 2024

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws

2. Must have previously completed a minimum of 3 projects for the past 3 years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2021 – 2023
3. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **EIGHT HUNDRED NINETY-FOUR THOUSAND FIVE HUNDRED PESOS ONLY (PHP 894,500.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

1. Payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.
2. Willing to provide services on a “send-bill” arrangement. 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.
3. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

One-time engagement and shall commence from the acceptance of Notice to Proceed (NTP).

IX. PROJECT OFFICER’S CONTACT INFORMATION

For particulars, please contact the following:

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