

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR

EL NIDO B2B SYNERGY AND NETWORKING 2024 AND FAMILIARIZATION TOUR EL NIDO, PALAWAN | 21-24 OCTOBER 2024

I. BACKGROUND

The Local Government Unit (LGU) of El Nido, through its Municipal Tourism Office (MTO) is hosting a Business-to-Business (B2B) event in El Nido with the aim to further strengthen the local tourism industry by providing a platform where Tourism-Related Enterprises (TREs) can engage in direct business interactions with some of the biggest tour operators in the country.

The event will be exclusive to the invitees designed to foster strategic business relationships between the tourism suppliers of the Municipality of El Nido and TPB members. This initiative aims to enhance collaboration, increase business opportunities, and promote El Nido as a premier destination for both domestic and international tourists. By bringing together key stakeholders from both regions, the event provides a unique platform to explore synergies, promote local tourism products, and stimulate economic growth in the area.

In support of this initiative, the Tourism Promotions Board (TPB) is facilitating the participation of 45 TPB members and personnel, offering networking opportunities and a familiarization tour. The TPB is also seeking the services of a tour operator to manage logistics for its members and personnel attending the event.

II. OBJECTIVES

The program has the following objectives:

1. Strengthen the local tourism industry in El Nido by facilitating direct business interactions between local TREs and key players in the NCR
2. Offer a unique opportunity for TREs to showcase their services and products, establishing new partnerships and expanding their market reach
3. Enable local suppliers to showcase their products and services directly to leading tour operators

III. SCOPE OF WORK & DELIVERABLES

DELIVERABLES	SPECIFICATIONS
Participants	Total Number of Participants: 45 <ul style="list-style-type: none">- TPB members (tour operators, travel agencies)- TPB personnel
Accommodation	Deluxe room accommodation at a DOT-accredited hotel/resort with daily buffet breakfast (can cater to Halal/vegan/vegetarian food options). Must be a business-type hotel.

	<ul style="list-style-type: none"> - Twenty-three (23) twin-sharing rooms (2 twin/queen beds) on the following dates: <ul style="list-style-type: none"> • 20-24 October 2024 (2 rooms) • 21-24 October 2024 (21 rooms) <p>Note:</p> <ul style="list-style-type: none"> - Must have exclusive airport transfers (in and out) - Must be located at the center of El Nido town proper and situated no more than 200 meters away from the Main Town Beach - Preferably with welcome drinks and welcome amenities upon check-in 																	
Meals and Beverage	<p>Meals and Beverage for maximum of 50 pax with the minimum guaranteed of 45 pax</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Meal Requirement</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Day 1</td> <td>Lunch</td> <td></td> </tr> <tr> <td>Incentivized dinner</td> <td>With entertainment, basic lights and sound system</td> </tr> <tr> <td>Day 2</td> <td>Dinner</td> <td></td> </tr> <tr> <td>Day 3</td> <td>Incentivized farewell dinner/socialization night with cocktails</td> <td>With entertainment, basic lights and sound system</td> </tr> <tr> <td>Day 4</td> <td>Early Dinner</td> <td></td> </tr> </tbody> </table> <p>Note:</p> <ul style="list-style-type: none"> - All meal requirement should be buffet style - TPB representative to finalize the order of meals - Bidders should be willing to accommodate dietary restrictions - With one round of beverage per meal. - Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) - Proposed menu to be submitted to the TPB at least 1 week before the event date 	Date	Meal Requirement	Remarks	Day 1	Lunch		Incentivized dinner	With entertainment, basic lights and sound system	Day 2	Dinner		Day 3	Incentivized farewell dinner/socialization night with cocktails	With entertainment, basic lights and sound system	Day 4	Early Dinner	
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Program souvenir/giveaway	Provision of a maximum of 45 sets of community-based souvenir worth Php 1,200.00 each																	
Onsite-related expenses	Provision for incidental, miscellaneous, and onsite related expenses (e.g., courier fees, sampling of local delicacies, permits, entrance fees, environmental fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, meals for the advance party, transportation reimbursement of TPB personnel to/from residence etc.) amounting to Php24,000.00																	

Other terms and conditions

1. Assistance in preparing/ securing entry documents, as necessary.

2. Willingness to respond to immediate/unforeseen changes in specifications.
3. 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. Total cost should be based on actual expense.
4. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.

IV. QUALIFICATION OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws
2. Must show proof that the bidder has handled three (3) or more tours or similar events for the past three (3) years from the date of the opening of bids. 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

IV. PROJECT IMPLEMENTATION DATE

“El Nido B2B Synergy and Networking 2024 and Familiarization Tour”

El Nido, Palawan

21-24 October 2024 (*indicative date*)

V. APPROVED BUDGET:

The ABC is **ONE MILLION PESOS ONLY (PHP 1,000,000.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

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.

Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VII. CONTRACT DURATION

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

VIII. PROJECT OFFICER’S CONTACT INFORMATION

For particulars, please contact the following:

RONILEEN RAE T. BAUTO

Project Development Officer III

Domestic Promotions Department

ronileen_bauto@tpb.gov.ph