

ANNEX A_TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR RESPONSIBLE LOCAL TOURISM AND MARKETING WORKSHOP, AND TPB MEMBERS' INSPECTION TOUR WITH CORPORATE SOCIAL RESPONSIBILITY ACTIVITY

I. BACKGROUND

Severe Tropical Storm Kristine has heavily impacted both the regions of Bicol and CALABARZON and the province of Batanes, affecting millions of people across these areas, with profound implications for both local livelihoods and tourism.

Tropical Storm Kristine has interrupted tourism activities in the said areas —an essential sector that contributes to the economy. Tourism in these areas is not only a key contributor to local employment and income but also an avenue through which the rich culture, heritage, and natural beauty of the Philippines are shared with visitors from around the world.

In response to this, the Tourism Promotions Board (TPB) is launching the Destination Marketing Assistance for Tourism Recovery Program (DMATRP) to aid the recovery of these destinations through the conduct of local tourism and marketing workshop, and inspection tours with corporate social responsibility (CSR) activities for the TPB members to aid in recovery and foster sustainable tourism. Through DMATRP, TPB reinforces its commitment to tourism as a foundation for economic growth and social welfare in the Philippines, helping these regions build resilience against future calamities

In view of the above, the Sales Division of the Domestic Promotions Department proposes the implementation of three (3) Local Tourism and Marketing Workshops. Simultaneously, the Industry Relations and Services Division of the Domestic Promotions Department proposes to conduct three (3) inspection tours incorporating CSR activities. These initiatives will be charged to the Special Contingency Fund and aim to accelerate the recovery of tourism in the affected regions

II. OBJECTIVES

For **Local Tourism and Marketing Workshop** (Lots 1-3), the primary objective of the program is to provide immediate assistance while facilitating long-term tourism recovery efforts for Bicol and CALABARZON Regions and Batanes Province.

The workshop aimed at re-building the capacities of local organizations, enterprises, and communities involved in ecotourism and conservation work around the community-based tourism sites and attractions to include the following:

- a. Conduct rebuilding-capacity sessions on disaster aftermath, marketing community-based ecotourism concepts, best practices, and approaches to entrepreneurship in tourism
- b. Sharing of experiences or cross-learning lessons on sustainable and responsible marketing learned of all successful CBTs developed in the Region
- c. Revisit of the local marketing plan of the municipalities, cities, and province.
- d. Provision of re-starter kits

For **Inspection Tours with CSR Activity** (Lots 4-6), the primary objective of the program is to provide recovery efforts to the destination through inspections tours with CSR activities to be participated in by TPB in Bicol and CALABARZON Regions and Batanes Province. Aiding these areas as the most affected by the tropical storms, this program will serve as a critical marketing resource for their tourism recovery by:

- a. Assessing the readiness of these destinations in the aftermath of the calamities and update TPB members' tour packages
- b. Providing educational talks in anticipation of disasters and other emergencies and management during aftermaths and learning programs to elevate the skills and competency of the tourism frontliners through new marketing approaches and techniques that will help increase their tourist destinations' promotions; and
- c. Instilling the spirit of volunteerism among the TPB Members through the conduct of corporate social responsibility (CSR) activities to help promote local and sustainable tourism among affected areas.

III. SCOPE OF WORK/SERVICES

A. Local Tourism and Marketing Workshop

LOT NO. (A)	PARTICULARS			ABC (PhP)
Lot 1: 5D/4N BICOL LEG last week of January 2025 <i>(indicative date)</i>	Number of participants: 80 pax 3 (TPB) /2 (DOT)/ (5) Media/ 3 (Speakers)/ (65) Community participants/ 3 (Tourism Officers)			2, 348,572.00
	TRANSPORTATION			
	Day	Unit/Type of vehicle	Route	
	1	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees	1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Bicol 1 van assigned for DOT Personnel (transfer in and out) in Bicol 1 van assigned for Speakers / Media/ Transfer-in & Transfer-out in Manila & Bicol	
Day 02-04	1 Van (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	Shuttle of participants and Organizing Committee		
Day 05	4 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	3 VANS 1 for Media/ SPEakers 1 for DOT/TPB		

	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	Transfer-out from Hotel to Airport
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13 Comprehensive Travel Insurance for the participants from the community, (3) TPB, (2) DOT representatives, (5) Media, (3) Speakers

Domestic air tickets for ten (10) pax (3) resource speakers, (4) media, (3) TPB.

ACCOMMODATION

Occupants	No. of rooms	Rating	No. of Nights
5 MEDIA/ 2 DOT/ 3 TPB/ 3 SPEAKERS	12 rooms twin sharing	3–4-star hotel or its equivalent or double A resort in Naga City	5D/4N Inclusive of Breakfast
PARTICIPANTS	33 rooms twin sharing	3–4-star hotel or its equivalent or double A resort in Naga City	3D/2N Inclusive of Breakfast

Provision of **workshop venue or function hall** in Naga City that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.

Provision Meals for TPB/DOT/LGU/workshop participants amounting to PhP1,500 per pax covering Lunch, Dinner, AM and PM snacks.

Participant	Day	No. of pax	Meals
(TPB Personnel, Speakers and DOT Team)	1	12 pax	AM snack
		12 pax	Lunch
		12 pax	PM snack
		12 pax	Dinner
MEDIA/ (TPB Personnel & Production Team)	2	75 pax	AM snack
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Lunch
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	PM snack
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Dinner
MEDIA/ (TPB Personnel & Production Team)	3	75 pax	AM snack
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Lunch
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	PM snack
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Dinner

	MEDIA/ (TPB Personnel & Production Team)	4	75 pax	AM snack
	MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Lunch
	MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	PM snack
	MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Dinner
	(TPB Personnel & Production Team)	5	12 pax	AM snack
			12 pax	Lunch
			12 pax	PM snack
			12 pax	Dinner
<p>RE-STARTER KITS</p> <p>Provision of re-starter kits enhancement of community starter kits amounting to PhP100,000.00 for six (6) identified CBT sites. Note: subject to TPB's approval</p> <p>Provision of Professional Fee amounting to PhP15,000 per person for 3 days</p> <p>First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>Stand-by paramedics within the area of visit.</p> <p>VIDEOGRAPHER/PHOTOGRAPHER</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB</p>				

	<p>Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</p> <p>Provision of banners (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB's approval</p> <p>Provision of eighty (80) Workshop Kits for participants such as simulation shirt, ballpens, notebooks, NDRCC Manual, notebook and Tote Bag from Buhi, Camarines Sur or any weaving community in the Philippines</p> <p>Provision of educational supplies during the workshop amounting to PhP50,000.00</p> <p>Porter Fees</p> <p>Simulation of workshop activity for 80 workshop participants, amounting to PhP100,000.00. Billing should be based on actual cost supported with corresponding receipts.</p>							
<p>Lot 2: 5D/4N CALABARZ ON LEG March 2025 <i>(indicative date)</i></p>	<p>Number of participants: 80 pax 3 (TPB) /2 (DOT)/ (5) Media/ 3 (Speakers)/ (65) Community participants/ 3 (Tourism Officers)</p> <p>TRANSPORTATION</p> <table border="1" data-bbox="488 1318 1192 1902"> <thead> <tr> <th data-bbox="488 1318 602 1398">Day</th> <th data-bbox="602 1318 889 1398">Unit/Type of vehicle</th> <th data-bbox="889 1318 1192 1398">Route</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1398 602 1902">1</td> <td data-bbox="602 1398 889 1902">3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees</td> <td data-bbox="889 1398 1192 1902"> <p>1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Batangas</p> <p>1 van assigned for DOT Personnel (transfer in and out) in Bicol</p> <p>1 van assigned for Speakers / Media/</p> </td> </tr> </tbody> </table>	Day	Unit/Type of vehicle	Route	1	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees	<p>1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Batangas</p> <p>1 van assigned for DOT Personnel (transfer in and out) in Bicol</p> <p>1 van assigned for Speakers / Media/</p>	<p>2,863,952.00</p>
Day	Unit/Type of vehicle	Route						
1	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees	<p>1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Batangas</p> <p>1 van assigned for DOT Personnel (transfer in and out) in Bicol</p> <p>1 van assigned for Speakers / Media/</p>						

			Transfer-in & Transfer-out in Manila & Batangas								
Day 02-04	1 Van (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	Shuttle of participants and Organizing Committee									
Day 05	4 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees	3 VANS 1 for Media/SPEakers 1 for DOT/TPB									
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PARTICIPANTS	33 rooms twin sharing	3-4-star haotel or its equivalent or double A resort in Batangs	3D/2N Inclusive of Breakfast

Provision of **workshop venue or function hall** in Batangas that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.

Meals for TPB/DOT/LGU/workshop participants

Provision of Meals for TPB/DOT/LGU/workshop participants amounting to PhP1,500 per pax covering Lunch, Dinner, AM and PM snacks.

Participant	Day	No. of pax	Meals
(TPB Personnel & Production Team)	1	12 pax	AM snack
		12 pax	Lunch
		12 pax	PM snack
		12 pax	Dinner
MEDIA/ (TPB Personnel & Production Team)	2	75 pax	AM snack
MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Lunch
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	MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Dinner
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	MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	PM snack
	MEDIA/ (TPB Personnel & Production Team/ Participants)		75 pax	Dinner
	MEDIA/ (TPB Personnel & Production Team)		4	75 pax
	MEDIA/ (TPB Personnel & Production Team/ Participants)	75 pax		Lunch
	MEDIA/ (TPB Personnel & Production Team/ Participants)	75 pax		PM snack
	MEDIA/ (TPB Personnel & Production Team/ Participants)	75 pax		Dinner
	(TPB Personnel & Production Team)	5		12 pax
			12 pax	Lunch
			12 pax	PM snack
			12 pax	Dinner
<p><i>Note: provision of water dispenser (hot and cold)/ candies/coffee during the workshop session. Provision of alternative meals for those with dietary restriction.</i></p>				

	<p>Provision of workshop venue or function hall that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.</p> <p>RE-STARTER KITS</p> <p>Provision of re-starter kits enhancement of community starter kits amounting to PhP100,000.00 for six (6) identified CBT sites.</p> <p>Note: subject to TPB’s approval</p> <p>Provision of Professional Fee amounting to PhP15,000 per person for 3 days</p> <p>First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>Stand-by paramedics within the area of visit.</p> <p>VIDEOGRAPHER/PHOTOGRAPHER</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</p> <p><u>Provision of banners</u> (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB’s approval</p> <p>Provision of eighty (80) <u>Workshop Kits</u> for participants such as simulation shirt, ballpens, notebooks, NDRCC Manual, notebook and Tote Bag from Buhi, Camarines Sur or any weaving community in the Philippines</p>	
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	<p>Provision of educational supplies during the workshop amounting to PhP50,000.00</p> <p>Porter Fees</p> <p>Simulation of workshop activity for 80 workshop participants, amounting to PhP100,000.00. Billing should be based on actual cost supported with corresponding receipts.</p>										
<p>Lot 3: 5D/4N</p> <p>BATANES 3rd week February 2025 <i>(indicative date)</i></p>	<p>Number of participants: 60 pax 3 (TPB) /2 (DOT)/ (5) Media/ 3 (Speakers)/ (65) Community participants/ 3 (Tourism Officers)</p> <p>TRANSPORTATION</p> <table border="1" data-bbox="488 816 1174 1866"> <thead> <tr> <th data-bbox="488 816 586 856">Day</th> <th data-bbox="586 816 932 856">Unit/Type of vehicle</th> <th data-bbox="932 816 1174 856">Route</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 856 586 1713">1</td> <td data-bbox="586 856 932 1713">3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees</td> <td data-bbox="932 856 1174 1713"> <p>1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Batanes</p> <p>1 van assigned for DOT Personnel (transfer in and out) in Batanes</p> <p>1 van assigned for Speakers / Media/ Transfer-in & Transfer-out in Manila & Bicol</p> </td> </tr> <tr> <td data-bbox="488 1713 586 1866">Day 02-04</td> <td data-bbox="586 1713 932 1866">1 Van (2018 model or newer) or minibus with driver</td> <td data-bbox="932 1713 1174 1866">Shuttle of participants and Organizing Committee</td> </tr> </tbody> </table>	Day	Unit/Type of vehicle	Route	1	3 Vans (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees	<p>1 van assigned for TPB Personnel Transfer-in & Transfer-out in Manila & Batanes</p> <p>1 van assigned for DOT Personnel (transfer in and out) in Batanes</p> <p>1 van assigned for Speakers / Media/ Transfer-in & Transfer-out in Manila & Bicol</p>	Day 02-04	1 Van (2018 model or newer) or minibus with driver	Shuttle of participants and Organizing Committee	<p>3,009,552.00</p>
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Domestic Air-tickets for ten (10) pax (3) resource speakers, (5) media, (5) TPB, (2) DOT = 25 pax

ACCOMMODATION

Occupants	No. of rooms	Rating	No. of Nights
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PARTICIPANTS	33 rooms twin sharing	3-4-star hotel or its equivalent or double A resort in BATANES	3D/2N Inclusive of Breakfast

Provision of **workshop venue or function hall** in Batanes that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.

Meals for TPB/DOT/LGU/workshop participants

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	<p>VIDEOGRAPHER/PHOTOGRAPHER</p> <p>Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</p> <p><u>Provision of banners</u> (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB's approval</p> <p>Provision of eighty (80) <u>Workshop Kits</u> for participants such as simulation shirt, ballpens, notebooks, NDRCC Manual, notebook and Tote Bag from Buhi, Camarines Sur or any weaving community in the Philippines</p> <p>Provision of educational supplies during the workshop amounting to PhP50,000.00</p> <p>Porter Fees</p> <p>Simulation of workshop activity for 80 workshop participants, amounting to PhP100,000.00. Billing should be based on actual cost supported with corresponding receipts.</p>	
B. Inspection Tours with CSR Activity		
LOT NO.	PARTICULARS	ABC (PhP)
Lot 4 Batanes	<p><u>A. Site Validation (4D/3N)</u></p> <p>Indicative date – 10-13 March 2025</p> <p>1. Domestic Air Tickets</p> <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 4 pax with 10 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL-BSO-Manila (<i>Note: DOT personnel shall be via Tuguegarao if flight is available</i>) - Restrictions: Rebookable and refundable 	PhP 3,240,244.00

	<p>Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals.</p> <p>2. Accommodation</p> <ul style="list-style-type: none">- Maximum of 3 single occupancy or twin-sharing rooms for 4 days and 3 nights at Business category or its equivalent (with daily breakfast). Accommodation must be located in Basco. <p>3. Land Transportation</p> <ul style="list-style-type: none">- Provision of up to one (1) van (2019 model or newer) with drivers for three (3) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party.- Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours- Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) <p>4. Full Board Meal</p> <ul style="list-style-type: none">- Provision of AM, PM Snacks, Lunch and Dinner for 4 days for maximum of 5 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,500.00/day/pax <p>5. Tours and activities</p> <ul style="list-style-type: none">- Interactive and experiential tour program for 5 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat rides and/or rentals, etc.	
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- Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops

Itinerary attached. Note: Subject to change without prior notice.

6. Tour Guide and Coordinators

- One (1) DOT- accredited local or regional guide for 3 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the ocular inspection)
- One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid)
- All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges.

7. Travel Insurance

- Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel, maximum of 2 pax.

8. Onsite-related expense

- Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs, reimbursement of transportation of TPB/DOT and LGUs, and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts.

B. Actual Tour (5D/4N)

Indicative date – 19-23 May 2025

1. Domestic Air Tickets

- Roundtrip domestic air tickets for 25 pax with 10 kilos check in baggage and 7 kilos hand-carry baggage
- Route: MNL-BSO-Manila (*Note: DOT personnel shall be via Tuguegarao if flight is available*)
- Restrictions: Rebookable and refundable
- Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals.

2. Accommodation

- Maximum of 14 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Accommodation must be located in Basco.

3. Land Transportation

- Provision of up to five (5) vans (2019 model or newer) with drivers for five (5) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. If available, a coaster or bus may be used, supplemented by additional vans for the advance party and a luggage van.
- Equipped with GPS or navigational application
- Maximum use of 12 hours a day, excess shall be charged to overtime but not to exceed 5 hours
- Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.

	<p>4. Meal Requirements</p> <ul style="list-style-type: none">- Highlight local cuisine and delicacies where possible- Provision of AM snacks and PM snacks, as indicated, amounting to PhP 500.00 per person per snack- Provision of heavy breakfast amounting to PhP 1,000.00 per person- Provision of lunch and dinner, as indicated, amounting to PhP 1,300.00 per person per meal.- For themed welcome dinner: Package to include venue rental, styling, basic lighting and sound, LCD projector and screen, stage setup, tables, and chairs, preferably arranged in an intimate setting at Naidi Hills or Fundacion Pacita, with a budget cap of PhP 20,000.00. Entertainment, ideally a cultural presentation, should be included with a maximum budget of PhP 15,000.00.- For themed farewell dinner to include cocktails at a maximum of PhP 400.00 per person. Entertainment should ideally feature an acoustic band capable of karaoke, with a budget up to PhP 15,000.00, and should include basic lighting and sound equipment, an LCD projector, and screen. The package must cover venue rental, styling, stage setup, seating, and tables, preferably in an intimate setting at Naidi Hills or Fundacion Pacita, with a total budget not exceeding PhP 20,000.00.- Provision of basic lighting and sound, LCD projector, and screen for the mini B2B/meet-and-greet with tourism stakeholders, with a budget cap of PhP 20,000.00. This package should include venue rental at the Batanes State University, tables and chairs, and a fully air-conditioned space	
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- All snacks and meals all throughout the duration of the tour with one (1) round of drinks. Menu is subject to approval of the TPB.
- All meals should include a buffer for up to 10 additional participants, if necessary

Breakdown of meals:

Day 1

Breakfast x 25 pax
 Lunch x 25 pax
 PM Snacks x 25 pax
 Themed welcome Dinner x 25 pax

Day 2

AM Snacks x 25 pax
 Lunch x 55 pax (with locals during the Bayanihan/CSR activity)
 PM Snacks x 25 pax
 Dinner x 25 pax

Day 3

AM Snacks x 25 pax
 Lunch x 25 pax
 PM Snacks x 55 pax (with locals during the coastal clean-up)
 Dinner x 55 pax (with tourism stakeholders for the mini b2b/meet and greet)

Day 4

AM Snacks x 25 pax
 Lunch x 25 pax
 PM Snacks x 25 pax
 Themed farewell Dinner with Cocktails x 25 pax

5. Tours and activities

- Interactive and experiential tour program for 25 pax inclusive of all activities indicated in the

	<p>itinerary, entrance fees, environmental fees, boat rides and/or rentals, etc. Boat ride to/from Sabtang Island should be chartered.</p> <ul style="list-style-type: none"> - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change upon completion of ocular inspection.</p> <p>6. Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - At least two (2) DOT- accredited local or regional guides for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual implementation) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. <p>7. Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel and participants, maximum of 25 pax. <p>8. Photo and video coverage</p> <ul style="list-style-type: none"> - Provision of at least 1 professional videographer and 1 professional photographer to cover the 5-day tour and to provide a consolidated output stored in a Hard Drive. - Should include: <ul style="list-style-type: none"> a. Specialized shots ex. underwater shots, drone shots, destinations shots/videos, whenever possible 	
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	<ul style="list-style-type: none"> b. 2-3 minute editorial event highlight video to be shown during the farewell dinner c. At least 300 color-enhanced photos d. Raw photos and videos e. Daily submission of edited 30-60 second video and 10-15 photos highlighting the event for social media postings by TPB f. Submitted photos and videos shall be fully owned by the TPB <ul style="list-style-type: none"> - All provisions for the videographer and photographer must be inclusive of meals, accommodation, and overtime charges <p>9. Provision of CSR/tour kits and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 25 sets of CSR/tour kits – LTP tote bag, facial tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, planting gloves, CSR dri-fit t-shirt (layout to be provided by the TPB). Should include extra five (5) pcs of CSR dri-fit t-shirt. - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,300.00/per person - Should not show the tour operator’s logo. Subject to TPB’s approval <p>10. CSR Component</p> <ul style="list-style-type: none"> - Provision of a maximum aggregated cost of PhP 526,744.00 for donations, potentially including school kits, root-crop seedlings, cogon roofs for rehabilitations and other items suitable for donation. The exact items for donation will be confirmed upon completion of the ocular inspection. Billing should be based on actual cost supported with corresponding receipts. 	
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	<p>11. Courier Fees</p> <ul style="list-style-type: none"> - Courier fees of not more that PhP 60,000.00 for in-kind donations received and other TPB materials <p>12. Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more that PhP 32,500.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. <p><u>Other Requirements:</u></p> <ul style="list-style-type: none"> - Preparation and provision of digital itinerary booklet/program briefer (content and design subject to approval of TPB) - Provision of drinking water in jugs throughout the program for water-refilling (participants to bring own tumblers) - The supplier must be willing to respond to immediate/unforeseen changes in specifications. - Tour activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved, and weather conditions. 	
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<p>Lot 5 Bicol Region</p>	<p>A. Site Validation (5D/4N) Indicative date – 17-21 March 2025</p> <p>1. Domestic Air Tickets</p> <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 2 pax with 20 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL-within Bicol Region-Manila - Restrictions: Rebookable and refundable <p>Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals.</p> <p>2. Accommodation</p> <ul style="list-style-type: none"> - Maximum of 3 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in: <ul style="list-style-type: none"> a. 1st night - 2nd night in Naga City b. 3rd night - 4th night in Legazpi City <p>3. Land Transportation</p> <ul style="list-style-type: none"> - One (1) van (2019 model or newer) for 5 days with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - Route is inclusive of residence pick-up/drop-off of DOT personnel in Bicol Region - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 	<p>Php 2,653,250.00</p>
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	<p>4. Full Board Meals</p> <ul style="list-style-type: none"> - Provision of AM, PM Snacks, Lunch and Dinner for 5 days for maximum of 5 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,500.00/day/pax <p>5. Tours and activities</p> <ul style="list-style-type: none"> - Interactive and experiential tour program for 5 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides and/or rentals, ATV rides, wake board rentals and fees, kayak rentals, surfing board rentals and instructions, paddle board rentals - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change without prior notice.</p> <p>6. Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - One (1) DOT- accredited local or regional guide for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the ocular inspection) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. <p>7. Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel, maximum of 2 pax. 	
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8. Onsite-related expense

- Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs, reimbursement of transportation of TPB/DOT and LGUs, and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts.

B. Actual Tour (4D/3N)

Indicative date – 02-06 June 2025

1. Domestic Air Tickets

- Roundtrip domestic air tickets for 23 pax with 20 kilos check in baggage and 7 kilos hand-carry baggage
- Route: MNL-within Bicol Region-Manila
- Restrictions: Rebookable and refundable
- Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals.

2. Accommodation

- Maximum of 14 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in:
 - a. 1st night - 2nd night in Naga City
 - b. 3rd night - 4th night in Legazpi City

	<p>3. Land Transportation</p> <ul style="list-style-type: none">- Provision of up to five (5) vans (2019 model or newer) with drivers for five (5) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. If available, a coaster or bus may be used, supplemented by additional vans for the advance party and a luggage van, as needed. Service should include residential pick-up and drop-off for DOT personnel based in Bicol Region.- Equipped with GPS or navigational application- Maximum use of 12 hours a day, excess shall be charged to overtime but not to exceed 5 hours- Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) <p>4. Meal Requirements</p> <ul style="list-style-type: none">- Highlight local cuisine and delicacies where possible- Provision of AM snacks and PM snacks, as indicated, amounting to PhP 500.00 per person per snack- Provision of heavy breakfast amounting to PhP 1,000.00 per person- Provision of lunch and dinner, as indicated, amounting to PhP 1,300.00 per person per meal.- Themed welcome lunch/dinner with entertainment amounting to a maximum of PhP 15,000.00, preferably cultural presentation with basic lights and sounds, LCD and projector screen, and stage set-up- Cocktails for themed farewell dinner amounting to maximum of PhP 400.00 per pax, entertainment preferably a band able to do live	
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	<p>karaoke, amounting to maximum of PHP 15,000.00. Should include basic lights and sounds, LCD and projector screen.</p> <ul style="list-style-type: none"> - Provision of basic lights and sounds, LCD and projector screen during the mini B2B/meet and greet with the tourism stakeholders - All snacks and meals all throughout the duration of the tour with one (1) round of drinks. Menu is subject to approval of the TPB. - All meals should include a buffer for up to 10 additional participants, if necessary <p>Breakdown of meals:</p> <p style="padding-left: 40px;">Day 1</p> <p style="padding-left: 40px;">Breakfast x 25 pax</p> <p style="padding-left: 40px;">Lunch x 25 pax</p> <p style="padding-left: 40px;">PM Snacks x 25 pax</p> <p style="padding-left: 40px;">Themed welcome Dinner x 25 pax</p> <p style="padding-left: 40px;">Day 2</p> <p style="padding-left: 40px;">AM Snacks x 25 pax</p> <p style="padding-left: 40px;">Lunch x 25 pax</p> <p style="padding-left: 40px;">PM Snacks x 25 pax</p> <p style="padding-left: 40px;">Dinner x 45 pax (with stakeholders of mini B2B/meet and greet)</p> <p style="padding-left: 40px;">Day 3</p> <p style="padding-left: 40px;">AM Snacks x 25 pax</p> <p style="padding-left: 40px;">Lunch x 25 pax</p> <p style="padding-left: 40px;">PM Snacks x 25 pax</p> <p style="padding-left: 40px;">Dinner x 25 pax</p> <p style="padding-left: 40px;">Day 4</p> <p style="padding-left: 40px;">AM Snacks x 25 pax</p> <p style="padding-left: 40px;">Lunch x 25 pax</p> <p style="padding-left: 40px;">PM Snacks x 25 pax</p> <p style="padding-left: 40px;">Themed farewell Dinner with Cocktails x 25 pax</p>	
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	<p style="text-align: center;">Day 5</p> <p>AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax</p> <p>5. Tours and activities</p> <ul style="list-style-type: none">- Interactive and experiential tour program for 25 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides and/or rentals, ATV rides, wake board rentals and fees, kayak rentals, surfing board rentals and instructions, paddle board rentals- Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change upon completion of ocular inspection.</p> <p>6. Tour Guide and Coordinators</p> <ul style="list-style-type: none">- At least two (2) DOT- accredited local or regional guides for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual implementation)- One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid)- All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. <p>7. Travel Insurance</p> <ul style="list-style-type: none">- Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel and participants, maximum of 25 pax.	
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	<p>8. Photo and video coverage</p> <ul style="list-style-type: none"> - Provision of at least 1 professional videographer and 1 professional photographer to cover the 5-day tour and to provide a consolidated output stored in a Hard Drive. - Should include: <ul style="list-style-type: none"> a. Specialized shots ex. underwater shots, drone shots, destinations shots/videos, whenever possible b. 2-3 minute editorial event highlight video to be shown during the farewell dinner c. At least 300 color-enhanced photos d. Raw photos and videos e. Daily submission of edited 30-60 second video and 10-15 photos highlighting the event for social media postings by TPB (cinematic reels) f. Submitted photos and videos shall be fully owned by the TPB - All provisions for the videographer and photographer must be inclusive of meals, accommodation, and overtime charges <p>9. Provision of CSR/tour kits and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 25 sets of CSR/tour kits – LTP tote bag, facial tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, planting gloves, CSR dri-fit t-shirt (layout to be provided by the TPB). Should include extra five (5) pcs of CSR dri-fit t-shirt. - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PHP 1,300.00/per person - Should not show the tour operator’s logo. Subject to TPB’s approval 	
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	<p>10. CSR Component</p> <ul style="list-style-type: none">- Should include at least one (1) program facilitator and one (1) program coordinator for the CSR program for 2 days. The facilitator should be well-versed with the CSR activities (coastal education and mangrove conservation, waste management and beach clean-up drive). Professional fees should not exceed PhP 15,000.00, inclusive of meals, accommodation, transportation and other fees.- Provision of a maximum aggregated cost of PhP 168,000.00 for donations, potentially including school kits, mangrove seedlings, and other items suitable for donation. The exact items for donation will be confirmed upon completion of the ocular inspection. Billing should be based on actual cost supported with corresponding receipts. <p>11. Onsite-related expense</p> <ul style="list-style-type: none">- Provision of incidental and onsite-related expenses of not more that PhP 33,500.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. <p>Other Requirements:</p> <ul style="list-style-type: none">- Preparation and provision of digital itinerary booklet/program briefer (content and design subject to approval of TPB)	
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	<ul style="list-style-type: none"> - Provision of drinking water in jugs throughout the program for water-refilling (participants to bring own tumblers) - The supplier must be willing to respond to immediate/unforeseen changes in specifications. - Tour activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved, and weather conditions. 	
<p>Lot 6 CALABARZ ON Region</p>	<p><u>A. Site Validation (5D/4N)</u> Indicative date – 21-25 April 2025</p> <p>1. Accommodation</p> <ul style="list-style-type: none"> - Maximum of 3 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in: <ol style="list-style-type: none"> a. 1st night - 2nd night in Tagaytay City b. 3rd night - Laguna c. 4th night - Rizal <p>2. Land Transportation</p> <ul style="list-style-type: none"> - One (1) van (2019 model or newer) for 5 days with driver (inclusive of fuel, parking fees, meals, accommodation and overtime fees). - Route is inclusive of residence pick-up/drop-off of TPB personnel - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 	<p>Php 2,384,250.00</p>

	<p>3. Full Board Meals</p> <ul style="list-style-type: none"> - Proviion of AM, PM Snacks, Lunch and Dinner for 5 days for maximum of 4 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,500.00/day/pax <p>4. Tours and activities</p> <ul style="list-style-type: none"> - Interactive and experiential tour program for 5 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides, floating cottage rentals, pottery workshop - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change without prior notice.</p> <p>5. Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - One (1) DOT- accredited local or regional guide for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the ocular inspection) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. <p>6. Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel, maximum of 2 pax. <p>7. Onsite-related expense</p>	
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- Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs, reimbursement of transportation of TPB/DOT and LGUs, and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts.

B. Actual Tour (5D/4N)

Indicative date – 23-27 June 2025

1. Accommodation

- Maximum of 14 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in:
 - a. 1st night - 2nd night in Tagaytay City
 - b. 3rd night - Laguna
 - c. 4th night - Rizal

2. Land Transportation

- Provision of up to five (5) vans (2019 model or newer) with drivers for five (5) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. If available, a coaster or bus may be used, supplemented by additional vans for the advance party and a luggage van, as needed. Service should include residential pick-up and drop-off for TPB personnel.
- Equipped with GPS or navigational application
- Maximum use of 12 hours a day, excess shall be charged to overtime but not to exceed 5 hours
- Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache,

antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)

3. Meal Requirements

- Highlight local cuisine and delicacies where possible
- Provision of AM snacks and PM snacks, as indicated, amounting to PhP 500.00 per person per snack
- Provision of heavy breakfast amounting to PhP 1,000.00 per person
- Provision of lunch and dinner as specified, with a budget of PhP 1,300.00 per person per meal. The themed welcome dinner in Tagaytay should have a budget of PhP 2,000.00 per person.
- Themed welcome lunch or dinner with entertainment, preferably a cultural presentation, with a budget cap of PhP 15,000.00. Package should include basic lighting and sound, LCD projector and screen, and stage setup.
- Cocktails for the themed farewell dinner, with a maximum budget of PhP 400.00 per person. Entertainment should ideally feature a live acoustic band capable of karaoke, with a budget cap of PhP 15,000.00. The package must also include basic lighting and sound, as well as an LCD projector and screen.
- Provision of basic lights and sounds, LCD and projector screen during the mini B2B/meet and greet with the tourism stakeholders
- All snacks and meals all throughout the duration of the tour with one (1) round of drinks. Menu is subject to approval of the TPB.
- All meals should include a buffer for up to 10 additional participants, if necessary

Breakdown of meals:

Day 1

Breakfast x 25 pax

Lunch x 25 pax

PM Snacks x 25 pax

Themed welcome Dinner x 25 pax

	<p>Day 2 AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax</p> <p>Day 3 AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Dinner x 25 pax</p> <p>Day 4 AM Snacks x 25 pax Lunch x 25 pax PM Snacks x 25 pax Themed farewell Dinner with Cocktails x 25 pax</p> <p>Day 5 AM Snacks x 25 pax Lunch x 45 pax (with stakeholders of mini B2B/meet and greet) PM Snacks x 25 pax</p> <p>4. Tours and activities</p> <ul style="list-style-type: none">- Interactive and experiential tour program for maximum of 25 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides, floating cottage rentals, pottery workshop- Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change upon completion of ocular inspection.</p> <p>5. Tour Guide and Coordinators</p> <ul style="list-style-type: none">- At least two (2) DOT- accredited local or regional guides for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual implementation)	
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	<ul style="list-style-type: none"> - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. <p>6. Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel and participants, maximum of 25 pax. <p>7. Photo and video coverage</p> <ul style="list-style-type: none"> - Provision of at least 1 professional videographer and 1 professional photographer to cover the 5-day tour and to provide a consolidated output stored in a Hard Drive. - Should include: <ul style="list-style-type: none"> a. Specialized shots ex. underwater shots, drone shots, destinations shots/videos, whenever possible b. 2-3 minute editorial event highlight video to be shown during the farewell dinner c. At least 300 color-enhanced photos d. Raw photos and videos e. Daily submission of edited 30-60 second video and 10-15 photos highlighting the event for social media postings by TPB (cinematic reels) - Submitted photos and videos shall be fully owned by the TPB - All provisions for the videographer and photographer must be inclusive of meals, accommodation, and overtime charges <p>8. Provision of CSR/tour kits and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 25 sets of CSR/tour kits – LTP tote bag, facial tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, planting gloves, CSR dri-fit t-shirt (layout to be provided by the TPB). Should include extra five (5) pcs of CSR dri-fit t-shirt. 	
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	<ul style="list-style-type: none"> - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,300.00/per person - Should not show the tour operator’s logo. Subject to TPB’s approval <p>9. CSR Component</p> <ul style="list-style-type: none"> - Should include at least one (1) program facilitator and one (1) program coordinator for the CSR program for 2 days. The facilitator should be well-versed with the CSR activities (coastal education and mangrove conservation, waste management and beach clean-up drive). Professional fees should not exceed PhP 25,000.00, inclusive of meals, accommodation, transportation and other fees. - Provision of a maximum aggregated cost of PhP 359,000.00 for donations, potentially including school kits, mangrove seedlings, and other items suitable for donation. The exact items for donation will be confirmed upon completion of the ocular inspection. Billing should be based on actual cost supported with corresponding receipts. <p>10. Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more that PhP 33,500.00 for courier fees/additional baggage allowance for TPB’s materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. <p>Other Requirements:</p> <ul style="list-style-type: none"> - Preparation and provision of digital itinerary booklet/program briefer (content and design subject to approval of TPB) 	
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	<ul style="list-style-type: none"> - Provision of drinking water in jugs throughout the program for water-refilling (participants to bring own tumblers) - The supplier must be willing to respond to immediate/unforeseen changes in specifications. - Tour activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved, and weather conditions. 	
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IV. PROJECT IMPLEMENTATION SCHEDULE

LOT No.	Destination/s	Indicative Dates of Implementation
Local Tourism and Marketing Workshops		
Lot 1	Bicol Region	17-20 January 2025
Lot 2	CALABARZON Region	20-25 March 2025
Lot 3	Batanes	21-25 February 2025
Inspection Tours with CSR Activity		
Lot 4	Batanes (site validation)	10-13 March 2025
	Batanes (actual implementation)	19-23 May 2025
Lot 5	Bicol Region (site validation)	17-21 March 2025
	Bicol Region (actual implementation)	02-06 June 2025
Lot 6	CALABARZON Region (site validation)	21-25 April 2025
	CALABARZON Region (actual implementation)	23-27 June 2025

V. ELIGIBILITY

1. Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical

requirements, tour operator services such as small-medium-large scale tours, events, and the likes, and must have handled at least three (3) similar projects

2. Must submit either a DOT – accreditation certificate

VI . TERMS OF PAYMENT

Lot No.	Particulars/ Milestones	Payment Scheme / Percentage of Payment
1	<p>BICOL Region 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.</p>	
2	<p>CALABARZON Region 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.</p>	
3	<p>Batanes 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.</p>	
4	<p>1st tranche Completion of Site Validation deliverables</p>	30% of the total contract price
	<p>2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements</p>	70% of the total contract price
	<p>TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)</p>	<u>100%</u>
5	<p>1st tranche Completion of Site Validation deliverables</p>	30% of the total contract price
	<p>2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip</p>	70% of the total contract price

	tickets, certification of project implementation and other corresponding documentary requirements	
	TOTAL CONTRACT PRICE (inclusive of service charge and all applicable taxes)	<u>100%</u>
6	1st tranche Completion of Site Validation deliverables	30% of the total contract price
	2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70% of the total contract price

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. (ABC)

Please send a billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 6F FIVE-ECOM CENTER, MOA COMPLEX, PASAY CITY

Note: The bidder is encouraged to have a Landbank account. Payment shall be made through an LBP bank deposit. Otherwise, bank charges shall be shouldered by the tour operator company.

VII. CONTRACT DURATION

The Contract shall commence upon the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

VIII. CONTACT PERSONS

TERESITA DL LANDAN

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