

**TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF SITE VALIDATION
FOR THE 2025 REGIONAL TRAVEL FAIR (RTF)**

I. BACKGROUND

The 4-day RTF will feature the whole-day onsite Business-to-Business (B2B), and a two-day Business-to-Consumer (B2C) online/onsite selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

The on-site Business-to-Business (B2B) session to be participated by at least fifty (50) Buyers and 70 Sellers/Exhibitors nationwide. This aims to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government’s health and safety guidelines and protocols.

The event, open to onsite/online consumers will be feature product demonstrations of artisans, cuisines and other tourism offerings, live selling, and interviews will be held here. Post tours for the Sellers and Buyers is also part of the travel fair.

The upcoming 15th Regional Travel Fair (RTF) will be held in Region II, showcasing the Cagayan Valley Provinces from August 21 to 25, 2025. For the 16th RTF, we are considering three (3) potential locations:

- The Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), with Cotabato City as the proposed venue.
- Region IV-B – MIMAROPA featuring Palawan.
- Cordillera Administrative Region – Baguio City

Further evaluations of each option will ensure the best possible setup for the 16th RTF event, where we need to assess the venue options and logistical requirements to support the event.

II. OBJECTIVES

1. Generate domestic travel and spur local economy.
2. Promote the Philippines as a safe, uniquely diverse, and fun destinations.
3. To improve the products and income of man and woman-owned or operated tourism enterprises.
4. To improve the representation of women and men as stakeholders of tourism development.
5. More active promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.
6. To build up a destination image from emerging and potential destination from different parts of the country.
7. Educate new products and change potential visitor’s destination image; and
8. Provide facts about the tourism products of each region in the Philippines.

III. SCOPE OF SERVICES

Particulars (Per Leg)	Region II	BARRM	Region IV-B	Cordillera Administrative Region
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<p>Accommodation</p> <ul style="list-style-type: none"> • At least 3-to-4-star hotel • Three (3) rooms based on twin sharing inclusive of daily breakfast • Must have stable internet connection 	Tuguegarao City, Cagayan Valley	Cotabato City	Palawan	Baguio City
<p>Air Tickets</p> <ul style="list-style-type: none"> • Air tickets for three (3) pax • Inclusive of comprehensive travel insurance • 20 kilograms baggage allowance per person per route • Must be rebookable and refundable 	Manila – Tuguegarao – Manila	Manila – Cotabato City – Manila	Manila – Puerto Princesa – Manila	Not Applicable
<p>Land Transportation</p> <ul style="list-style-type: none"> • One (1) unit of van per destination; must be at least 2018 model or not more than 5-years old; Adequate to transport 10-12 persons with luggage and driver; subject to TPB’s approval • Inclusive of fuel, driver, parking, and other related expenses • Inclusive of driver accommodation, meals, and other expenses • Maximum use of 15 hours per day inclusive of overtime and driver’s overtime • Includes third-party liability insurance • Provision of First Aid kit and umbrellas on board • Equipped with GPS or Waze and charge units for phones • Driver must be well-uniformed and should have strong 	Within Tuguegarao and nearby Town	Within Cotabato and nearby town	Within Puerto Princesa and nearby Town	Within Baguio City and nearby Town

navigation skills • Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour				
Meals Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner) Total of PhP180,000.00	3 days x PhP1,500 x 10 pax = PhP45,000.00	3 days x PhP1,500 x 10 pax = PhP45,000.00	3 days x PhP1,500 x 10 pax = PhP45,000.00	3 days x PhP1,500 x 10 pax = PhP45,000.00
On-Site Related Expenses • Communication • Supplies and Materials • Coordination Meetings Total of PhP80,000.00	PhP2,000.00 PhP3,000.00 PhP15,000.00 Total: PhP20,000.00	PhP2,000.00 PhP3,000.00 PhP15,000.00 Total: PhP20,000.00	PhP2,000.00 PhP3,000.00 PhP15,000.00 Total: PhP20,000.00	PhP2,000.00 PhP3,000.00 PhP15,000.00 Total: PhP20,000.00
Airport Transfers Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical	PhP8,000.00	PhP8,000.00	PhP8,000.00	PhP8,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

1. **Cagayan Valley (Region II) – Tuguegarao City:** 16 – 18 January 2025
2. **Bangsamoro Autonomous Region of Muslim Mindanao (BARRM) – Cotabato:** 6 – 8 February 2025
3. **MIMAROPA (Region IV-B) – Palawan:** 27 February – 01 March 2025
4. **Cordillera Administrative Region (Car) – Baguio City:** 06 – 07 March 2025

Note: Schedule of the validation is subject to change based on the coordination arrangements with the concerned DOT Regional offices and LGUs.

V. ADDITIONAL TECHNICAL REQUIREMENTS

Note: Any and all required documents should be included in the technical bid folder

1. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and must be a PhilGEPS Platinum Member; Required to submit PhilGEPS Platinum Membership Certificate.
2. Must have previously completed a minimum of three (3) projects for the past three (3) years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations.

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 Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP1,000,000.00)**, inclusive of all applicable taxes. The bid amount should not exceed the ABC.

VII. TERMS OF PAYMENT

PARTICULARS/PER EVENT	TERMS OF PAYMENT
Upon completion of two (2) site validation with Accomplishment Report	50% of the total contract price
Upon completion of the remaining site validation with Accomplishment Report	50% of the total contract price

Willing to provide services on a “send-bill” arrangement based on the tranches stated above. 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.

Please send billing statement to **TOURISM PROMOTIONS BOARD PHILIPPINES**, 6th Floor Five, (5) E-Com Center, Harbor Drive, MOA Complex Pasay City.

The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/ tour operator company.

VIII. CONTRACT DURATION

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

IX. CONTACT PERSON

MICHELLE S. ALCANTARA Project Officer Domestic Promotions Department michelle_alcantara@tpb.gov.ph	ZOPHIA MAE LANUZA Project Officer Domestic Promotions Department zophia_lanuza@tpb.gov.ph
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