

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE NAITAS TRAVEL AND TRADE SHOW CEBU EDITION 2024

I. BACKGROUND

The National Association of Independent Travel Agencies, Inc. (NAITAS) is a dedicated organization representing travel and tour agencies across the Philippines. Dedicated to promoting Philippine tourism, NAITAS unites independent agencies to form a cohesive, empowered community within the travel industry. NAITAS actively supports and advances the sector by fostering ethical, sustainable practices and high standards that benefit both the environment and tourists through advocacy and collaboration.

The 2024 Cebu Edition of the NAITAS Travel and Trade Show (NTTS) is expected to be one of the most exciting and eagerly awaited occasions on the Philippine travel industry calendar. The annual exposition will be held in the Cebu Region on December 6 and 7, 2024, by the National Association of Independent Travel Agencies, Inc. (NAITAS), building on the success of past NTTS events. The goal of this year's NTTS, which has as its subject "Cebu: Your Hub for Tourism, Trade, Innovation, and Technology," is to establish Cebu as a top travel destination and a flourishing hub for business tourism.

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 personnel attending the event.

II. OBJECTIVES

The event aims to promote Cebu as a major travel, business, and innovation destination. By connecting domestic and foreign tour operators, NTTS 2024 will build on previous achievements and promote both inbound and outward travel. It also aims to make this event a significant platform for networking, business expansion, and sustainable tourism development.

For the TPB, the event is an opportunity to:

1. Promote and showcase world-class Philippine destinations and hospitality to the partners of the association; and
2. Demonstrate DOT-TPB support and generate goodwill with NAITAS as a strategic partner in the promotion of Philippine tourism.

III. SCOPE OF WORK/ SERVICES

Domestic Air Tickets

- Round trip air tickets (MNL-CEB-MNL) for 2 pax with 20 kilograms baggage allowance per way per pax
- Must be rebookable, transferable
- Preferably via Philippines' Flag Carrier
- Provision of travel insurance with COVID-19 coverage worth PhP100,000 per pax (total of 2 pax)

Accommodation

- 1 twin-sharing room for 4 days and 3 nights at Business category (if applicable/available) or its equivalent with daily breakfast
- Must be located near SM City Cebu
- Must include private round-trip airport transfers and shuttle service going to and from SM City Cebu (if applicable/available)

Meals

- Provision of full-board meals to a maximum of two (2) TPB personnel (AM Snacks, PM Snacks, Lunch, and Dinner) for 4 days amounting to but not more than PhP1,500.00/day/pax.

Onsite-Related Expense

- Provision of incidental and onsite-related expenses of not more than Php20,000.00 for coordination meetings, communication/data allowance, transportation and other miscellaneous expenses.

Other Terms and Conditions

- Must be able to assist in preparing/securing entry documents, as necessary.
- Must be willing to respond to immediate/unforeseen changes in specifications.
- Schedules/dates are subject to change.

IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Must have previously handled and completed at least three (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.
3. Must be a DOT Accredited tourism enterprise.

V. INDICATIVE PROJECT IMPLEMENTATION DATE

5 – 8 December 2024 in Cebu City

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **NINETY-TWO THOUSAND PESOS ONLY (PHP92,000.00)** inclusive of all applicable taxes and fees.

VII. TERMS OF PAYMENT

1. Payment will be based on actual cost
2. Payment term is 30 working days upon receipt of Statement of Account (SOA) or Billing
3. Payment will be made through Land Bank of the Philippine (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier
4. Supplier must be willing to accept send-bill arrangement.

VIII. CONTRACT DURATION

The effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

IX. CONTACT PERSON

JEDD FRANCIS R. DE LUNA
Project Officer
Domestic Promotions Department
jedd_deluna@tpb.gov.ph

AARON CHRISTIAN A. ALARIN
Project Officer
Domestic Promotions Department
aaron_alarin@tpb.gov.ph