

TOURISM PROMOTIONS BOARD PHILIPPINES
TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR OR A DESTINATION MANAGEMENT COMPANY FOR THE
FAMILIARIZATION TRIP FOR TOUR OPERATORS, AGENTS, AND MEDIA IN USA (ASTA MEMBERS) 2025
24 February – 04 March 2025 (*Indicative Dates*)

I. BACKGROUND

The proposed familiarization trip stems from the recent participation of TPB and PDOT LA in the ASTA Global Convention 2024 in Dallas, Texas, last May 29-31.

The American Society of Travel Advisors (ASTA) is the leading global advocate supporting travel advisors, travel industry, and the travelers. Its members account for the 80% of all travel bookings made through US travel agencies. Founded in 1931, ASTA works to help travel advisors by offering strong representation, sharing knowledge, and promoting professionalism within the industry.

With growing interest in Philippine tourism, especially in adventure and wellness travel, and limited market resources like travel information and products, the ASTA San Diego Chapter has requested a familiarization trip for 6-8 of its members in the first quarter of 2025. PDOT LA will seek airline sponsorship for the participants' international flights, while TPB is being asked to cover airline taxes, domestic flights, and ground arrangements.

II. OBJECTIVES

This familiarization trip aims to:

1. Showcase the Philippines as a premiere sustainable tourism destination through experiential and interactive travel activities;
2. Increase awareness and update the participants on the new and upcoming product offerings of the country;
3. Provide a networking opportunity for the Philippine travel trade with the participants of the familiarization trip; and
4. Connect and create partnerships with airlines on the multi-destination opportunities with other international hubs and the Philippines.

III. SCOPE OF WORK / SERVICES

The TPB shall procure the services of a tour operator or a Destination Management Company for the provision of the following requirements:

DELIVERABLES	SPECIFICATION	REMARKS
PARTICIPANTS	Total number of participants: 8 participants - Six (6) ASTA members - Two (2) TPB representatives Indicative Dates: 24 February – 04 March 2025	Note: - Min. guaranteed number of pax: six (6) participants - In case the airline/ participants will shoulder the airline and other taxes the TPB will add one (1) more participant to

		join the tour inclusive of all deliverables.
TRANSPORTATION	<p>International Airline Taxes for six (6) ASTA Members (taxes, fuel surcharges, and other fees)</p> <p>Indicative route: San Diego – Clark – San Diego</p> <ul style="list-style-type: none"> - Airline ticket base fare will be covered by the sponsoring airline - Taxes, fuel surcharge, and other fees will be covered by the Tour Operator 	In case the airline/ participants will shoulder the airline and other taxes the TPB will add one (1) more participant to join the tour inclusive of all deliverables.
	<p>Domestic Airfare</p> <ul style="list-style-type: none"> - Regular/Economy Class, rebookable, re-routable with a baggage allowance of at least 20 kilos per passenger and per way, and with provision for excess luggage per passenger - Inclusive of all applicable taxes, fuel surcharge, and other fees. <ul style="list-style-type: none"> • Clark (CRK) – El Nido (ENI) – 8 pax <ul style="list-style-type: none"> - Must be direct flight • El Nido (ENI) – Cebu (CEB) – 8 pax <ul style="list-style-type: none"> - Must be direct flight • Cebu (CEB) to Manila (MNL) – 2 pax <ul style="list-style-type: none"> - Must be direct flight via flag carrier 	Dates are indicative, subject to the final approved itinerary.
	<p>Land transportation (DOT-Accredited and/or PATTO-Accredited) for the whole duration of the trip with driver (inclusive of gas, parking fees, toll fees, meals, and overtime fees)</p> <ol style="list-style-type: none"> 1. At least one (1) coaster or minibus airconditioned and well-sanitized for Clark and Cebu legs (2018 model or newer); 2. At least one (1) airconditioned vans and well-sanitized vans for the El Nido leg (2018 model or newer); 3. Additional one (1) van for luggage (2018 model or newer) for trips with substantial baggage requirements such as but not limited to airport pick-up and drop-off, etc.; 4. Other Inclusions: <ul style="list-style-type: none"> - Venues and tourism destinations as well as activities indicated in the tour itinerary - Point-to-point shuttle service for TPB Staff (Residence/Hotel to Airport and vice versa) including travel from Metro Manila to Clark - Preferably equipped with PA system, and dashcam (front and back), GPS or Waze and charge units for phones - Necessary expenses to cover all expenses including driver’s fee, as well as his food, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other 	<p>Note:</p> <ul style="list-style-type: none"> - Clean, well-sanitized, comfortable, and tourist-friendly vehicle - Uniformed, presentable and trained drivers - Provision of enough umbrellas for the whole group - Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour - All land transfers at destinations as may be required; must ensure safety for all passengers

	related expenses, will be covered by the tour operator.	
ACCOMMODATION	<p>Deluxe Room Accommodation in a DOT-Accredited hotel with breakfast:</p> <p>Clark:</p> <ul style="list-style-type: none"> - Six (6) single occupancy – 3 nights stay (25-28 Feb 2025) - One (1) twin sharing – 4 nights stay (24-28 Feb 2025) - Category – Deluxe Room - Preferably 4- or 5-star category within 12km to and from Clark Airport <p>El Nido (2 nights stay):</p> <ul style="list-style-type: none"> - Six (6) single occupancy - One (1) twin-sharing - Duration: 28 Feb – 02 Mar 2025 - Preferably 4- or 5-star category or its equivalent within El Nido Airport or El Nido Town <p>Cebu (2 nights stay):</p> <ul style="list-style-type: none"> - Six (6) single occupancy - One (1) twin-sharing - Duration: 02 – 04 Mar 2025 - Preferably 4- or 5-star category within Mactan, Cebu recently opened within the last 3 years 	Provision for early check-in and late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in.
TRAVEL INSURANCE	Comprehensive Travel Insurance for Eight (8) pax inclusive of medical coverage for COVID-19, for all guests, TPB representatives	Medical coverage worth Php1,000,000.00 per pax
MEALS & BEVERAGES	<p>Provision of full-board meals and beverages for eight (8) pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> - Breakfast (packed to be arranged, if applicable) - AM and PM snacks on board and water dispenser with cold towels (Budget: Php300 per pax) - Lunch and Dinner throughout the trip with one (1) round of non-alcoholic drinks (Budget: Php2,700.00 per pax) 	<p>Notes:</p> <ul style="list-style-type: none"> - TPB representative to finalize the order/s per meal based on the itinerary. - Ensure provision of dietary requirements, if there are any. - Single use plastic water bottle is not allowed.
ITINERARY ACTIVITIES, TOURS, ENTRANCE AND ENVIRONMENTAL FEES	<p>Book, conduct, coordinate in advance with establishments, and provide interactive/experiential tours and activities for eight (8) pax.</p> <ul style="list-style-type: none"> - Cover all necessary expenses, including entrance and environmental fees, among others. - Provide alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen and fortuitous events, subject to the approval of the TPB. 	Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, and Regional Offices.

	<ul style="list-style-type: none"> - All boat transfers for the island hopping as may be required in the itinerary; boat operators must provide good quality vests, sanitized snorkeling equipment, and ensure safety for all passengers 	
TOUR KITS AND FIRST AID KITS	<p>Provision of safety tour kits for eight (8) persons to include the following:</p> <ul style="list-style-type: none"> - Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging - 500 ml reusable water tumbler - One (1) pack of facial tissue - One (1) pack of wet wipes (biodegradable bamboo fiber material) - 50 ml. of 70% ethyl/isopropyl alcohol in a spray bottle - Mints - Mosquito repellent in spray - Sunscreen (preferably reef-safe sunscreen) - Disposable hooded emergency raincoat <p>Provision of First Aid Kit to be kept by the tour coordinator and/or tour guide to include the following medicines:</p> <ul style="list-style-type: none"> - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - Ibuprofen for pain reliever - Multi-vitamins - Band Aids, Bandages, etc. 	Preferably organic, sustainable, and eco-friendly
GIVEAWAYS	<p>Provision of a curated sustainable destination-based giveaway for eight (8) pax without showing the tour operator's logo and subject to TPB's approval</p> <p>Estimated cost: PhP1,000.00/giveaway</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Proposed giveaways and designs are subject to TPB's approval - <u>Submit a picture of the proposed giveaways during the trip to be included in the technical bid</u>
TOUR GUIDE	<p>Provision of at least one (1) licensed DOT-accredited English-speaking tour guide per destination with the following qualifications:</p> <ul style="list-style-type: none"> - Must be expert or familiar with the destination - Must be fluent and conversant in English - Must have an in-depth knowledge of the Philippines, especially in Clark, El Nido, and Cebu. - Must hire in-house/guided tour guide for museums and other applicable destinations. 	<p>Note:</p> <ul style="list-style-type: none"> - Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guides within 10 calendar days upon issuance of NOA.

		- Proposed tour guide is subject to TPB's approval.
TOUR COORDINATOR	<p>Tour should be accompanied by at least one (1) tour coordinator for the whole duration of the tour. The Tour Operator to handle on-site requirements and arrangements for the duration of the tour.</p> <p>Tour Coordinator must have handled at least 3 groups with international participants, preferably from the US.</p>	<p>Notes:</p> <ul style="list-style-type: none"> - Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour. - <u>A CV must be submitted with the list of groups handled/assisted together with the technical bid.</u>
TOUR SIGNAGES AND BANNER	Provision of one (1) tour banner for group photos and two (2) for vehicle signages	<p>Notes:</p> <ul style="list-style-type: none"> - Design and specs are subject to TPB's approval - Placing of tour operator/supplier's logo is not allowed
INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES	<p>Provision of budget amounting to PHP 20,000.00 to cover expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. Billing for this requirement should be based on actual expenses.</p> <p>Provision of renting of three (3) pocket Wi-Fi devices with unlimited data for the whole duration of the trip that can connect at least four (4) devices per pocket Wi-Fi.</p>	Winning bidder to make necessary coordination/request with concerned government offices for safety and security requirements of the group.

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

A tour operator to provide the mentioned services on 24 February – 04 March 2025 (indicative dates) in Clark, El Nido, and Cebu. *Please see the attached itinerary.*

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must respond to immediate/unforeseen changes in specifications to include tour activities, schedules and dates based on the recommendations of the TPB, DOT Foreign, Regional Offices and IATF orders on local travel restrictions in case of rain, risk of typhoon and other unforeseen or fortuitous events; and
2. Must have expertise in organizing and coordinating travel arrangements, specifically within Regions III, IV-B, and VII.

V. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

The implementation date is from 24 February to 04 March 2025 (indicative dates).

VI. ELIGIBILITY REQUIREMENTS

1. Must be 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 five (5) 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.
2. Must have valid DOT accreditation certificate and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal) to be submitted together with the technical bid; and
3. Must have experience in organizing and coordinating travel arrangements and have handled at least five (5) similar projects, preferably US groups, in the last five (5) years. Submit list of the groups handled showing experience as required.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The total ABC for the project lots is **ONE MILLION FIVE HUNDRED THOUSAND PESOS (Php1,500,000.00)** inclusive of service charge and all other applicable fees and taxes.

VIII. TERMS OF PAYMENT

Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the billing. Payment is based on the actual number of participants and costs incurred and will be paid thirty (30) days upon receipt of a Statement of Account (SOA) or Billing Statement together with the complete supporting documents.

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The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

IX. CONTRACT DURATION

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

X. PROJECT OFFICERS' CONTACT INFORMATION

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