

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE 2025 ENHANCED MICE PLUS PROGRAM

I. BACKGROUND

The Tourism Promotions Board (TPB) is an attached agency of the Department of Tourism (DOT) in the Philippines, responsible for marketing and promoting the country as a premier destination both domestically and internationally. TPB plays a vital role in developing and implementing tourism campaigns that bolster the nation's travel and MICE industries.

The vision of TPB is to position the Philippines as a top-of-mind destination for both leisure and business travelers globally, known for its diverse attractions, warm hospitality, and commitment to sustainable tourism development.

TPB's mission is to promote the Philippines as a preferred destination for international and domestic travelers, ensuring the country remains competitive in the global tourism market. TPB is committed to fostering inclusive growth through responsible and sustainable tourism practices, enhancing the visitor experience, and fostering collaborations with key stakeholders.

Given TPB's pivotal role in sustaining the growth of the Philippine tourism sector and contributing to national economic development, the procurement of a tour operator is essential. The operator will be responsible for managing the Half-day Heritage Tour, aligning with TPB's vision of promoting the country's rich cultural heritage and delivering exceptional visitor experiences.

II. OBJECTIVES

The Tourism Promotions Board (TPB) aims to increase the number of international and domestic tourists visiting the Philippines through strategic marketing and promotional initiatives, while also promoting sustainable tourism practices that preserve the environment, respect local cultures, and foster community development. Additionally, TPB seeks to enhance the country's global competitiveness by showcasing the Philippines' natural beauty, rich culture, and heritage, and positioning it as a premier destination for global and regional events in the Meetings, Incentives, Conventions, and Exhibitions (MICE) sector.

III. SCOPE OF WORK/SERVICES

Event	HALF-DAY CITY TOUR (HERITAGE TOUR)
Indicative Date	1 st Semester 2025
No. of Runs	5

Proposed Destinations	<ul style="list-style-type: none"> • Rizal Monument • Fort Santiago • Running tour of Manila Cathedral, San Agustin Church, Centro de Turismo, Baluarte de San Diego and Casa Manila • Visit of National Museum of Natural History
Audience Profile	Foreign delegates/participants
Number of Participants	Maximum: 50 pax per run Minimum Guarantee: 30 pax per run

NOTE: All requirements stated below must be met for each of the five runs.

A. Transportation

- Provide one (1) unit air-conditioned tourist coach bus for 57 pax or two (2) coasters for 29 pax each
- Preferably, vehicles must be new, or not older than three years, subject to the approval of the TPB. The vehicle year model must be at least 2021 and up.
- Provide a professional and well-groomed licensed driver.
- Proposal must cover cost of gasoline expenses, tolls and parking fees, meals of drivers.

B. Tour Guides

- Provide at least three (3) duly licensed DOT-accredited tour guides preferably from an organization that provides tour guides. (1 guide: minimum of 12 maximum of 13 guests)
- Fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events.
- Must have at least three (3) years' experience in tour guiding of foreign participants.
- Winning bidder must submit the CV of the Tour Guide to include proof of DOT-accreditation at least two (2) weeks before the actual tour. (subject to TPB's approval)
- Preferably with an assisted-listening system (wireless tour guide audio system)

C. Tour Coordinator

- Provide at least one (1) tour coordinator
- Must have at least three (3) years' experience in coordinating tour groups with 30 or more foreign delegates.
- Winning bidder must submit the CV of the Tour Coordinator at least two (2) weeks before the actual tour. (subject to TPB's approval)

D. Buffet Lunch/Dinner/Heavy Snacks

Provide buffet lunch/dinner, featuring Filipino and Spanish dishes. The venue must be within Intramuros and provide in-house local entertainment. The cost Estimate per pax is P1,900.

E. Token

Provide a simple token depicting Filipino culture, or items using green, sustainable, and eco-friendly to include TPB branding. Must not reflect the logo of the winning bidder. The cost Estimate per pax is P1,500.00. Item and compliment cards are subject to the approval of TPB. (Submit a list of proposed items with photos together with the bid proposal)

F. Travel / Amenity Kits

Provide amenities in a small sustainable pouch or bags containing wet and dry tissues, candies, and drinking water, hat or fan in sustainable packaging.

G. Banner

Provide one (1) full-color banner of 72x36 inches. Design to be provided by TPB. The banner should be turned over to TPB after the event.

H. Insurance

Provide appropriate general insurance coverage of P500,000.00 per participant for a minimum of 30 to 50 participants per run.

I. Miscellaneous Expense

Must allocate an amount of P25,000.00 per run for ground/entrance fees, and other onsite and contingency expenses (to be billed based on actual expenses supported with corresponding documents).

J. Other Requirements

- Tour Operator may propose/modify the itinerary as deemed fit for the group and in consideration of time, subject to TPB approval.
- Provide onboard the vehicle, a First Aid Kit with basic medicines (for upset stomach, headache, allergies, diarrhea, motion sickness, fever, pain, hypertension, etc.)
- Provide umbrellas.
- Compilation of photos (in .jpeg format) of the tour in digital format to be sent via email to the TPB.

IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)

Year-round 2025 (upon receipt of NTP until fully consumed)

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be operated, and legally registered Travel and Tour Operator under Philippine laws, engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid.
2. Must be a DOT-accredited tour operator. (Provide a copy of a valid DOT accreditation certificate)

3. Must have handled at least two (2) similar scale international groups with a minimum of 30 participants per group. [Provide a list of similar projects handled for the past five (5) years]
4. Must submit an itemized cost of tour component, thus, the winning bidder will bill the TPB based on cost per pax.

VI. APPROVED BUDGET FOR THE CONTRACT (BAC)

The Approved Budget for the Contract (ABC) is **TWO MILLION PESOS ONLY (PHP2,000,000.00)** inclusive of all applicable fees and taxes.

VII. TERMS OF PAYMENT

- A. Send bill arrangement per run based on the actual number of participants.
- B. Supplier must submit the following documents:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

Chief Operating Officer / Officer-in-Charge
Tourism Promotions Board c/o the MICE Department
6th Floor, Five E-Com Center, Mall of Asia Complex, Pasay City
- C. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

VIII. CONTRACT DURATION

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

IX. PROJECT OFFICERS' CONTACT INFORMATION

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