

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR FOR THE TPB EMPLOYEES' TRAVEL PACKAGE

I. BACKGROUND

Pursuant to CSC MC No. 06, s. 2022 and CSC-Approved TPB PRAISE, the TPB provides non-monetary incentives to recognize, acknowledge, and reward productive, creative, innovative, and ethical behavior of employees. It is designed to encourage creativity, innovativeness, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups including but not limited to suggestions, inventions, superior accomplishments and other efforts which contribute to the efficiency, economy and improvement in government operations, or for other extraordinary acts or services in the public interest.

II. OBJECTIVE

To provide non-monetary incentives to its eligible employees for the **Sustainability Leader of the Year (Asia)** in the prestigious TripZilla Excellence Awards 2024 given last 07 November 2024.

III. SCOPE OF WORK AND SERVICES

Particulars	Quantity	Total Amount
<u>Consumable and customizable</u> domestic travel package amounting to a minimum of Thirty Thousand Pesos (P30,000.00) per employee exclusive of tax and other applicable fees that may cover <u>any or all</u> of the following: <ul style="list-style-type: none">• Economy air tickets• Vehicle rental/transportation• Standard/deluxe room accommodation• Tours and activities• Full board meals	103	P3,431,960.00

IV. TRAVEL PACKAGES TERMS AND CONDITIONS

1. Travel package must be valid until November 30, 2025.
2. Travel package shall not be convertible to cash and non-transferrable.

3. Travel packages may be rebooked. Any excess charge/fee or rebooking fee shall be charged to pax account.

4. All bookings must be coordinated by the winning supplier.

5. List of eligible individuals shall be submitted by the Personnel and Human Resources Development Division (PHRDD) to the winning bidder upon acceptance of the Notice of Award (NOA).

6. In the event that the total amount shall exceed the maximum limit, **the excess shall be paid by the eligible individual under pax account.**

7. Travel destinations shall only be in the following domestic top destinations:

With airfare	Without airfare
Boracay	Ilocos Region
Cebu	CAR
Leyte & Samar	NCR
Iloilo & Bacolod	CALABARZON
Davao	
Siargao	
Palawan	
Bicol	
Ilocos Region	
Bohol	
Camiguin	

8. Any amount less than the maximum limit shall not be converted to cash.

9. The travel package may be availed in either continuous or staggered travel dates subject to the availability of funds from the Thirty Thousand Pesos (P30,000.00) incentive.

10. Prices shall be subject to changes without prior notice due to peak seasons.

11. Bookings shall be coordinated by the eligible TPB employee with the winning bidder preferably two (2) months before the travel date/s.

12. Unclaimed packages as of November 30, 2025 shall be null and void. In the event that the employee failed to use the travel package on the confirmed booking, the winning bidder shall charge appropriate cancellation fees and other expenses.

13. Must have one (1) designated contact person for TPB.

V. QUALIFICATIONS OF BIDDER/ ADDITIONAL TECHNICAL REQUIREMENTS OR ELIGIBILITY

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws.
2. Engaged in the travel and tour operator/travel agency business for at least three (3) years at the date and time of the opening of bids.
3. Must have a minimum of three (3) year experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes.
4. Must have a valid DOT Certificate of Accreditation or proof of renewal application of DOT certification at the time of opening of bids.
5. List of completed similar projects conducted in the past three (3) years.

VI. PROJECT IMPLEMENTATION SCHEDULE

Delivery and/or coordination of travel package packages shall commence seven (7) calendar days upon acceptance of the Notice to Proceed (NTP).

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is **THREE MILLION FOUR HUNDRED THIRTY-ONE THOUSAND NINE HUNDRED SIXTY PESOS ONLY (P3,431,960.00)** inclusive of all applicable taxes and fees.

VIII. TERMS OF PAYMENT

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 government accounting and auditing rules and regulations.

Payment will be on a send-bill arrangement every two (2) months, thirty (30) calendar days upon receipt of Statement of Account/Billing and its complete supporting documents. 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. The bill shall be sent to the Tourism Promotions Board Philippines Office at 6th Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City.

IX. CONTRACT DURATION

The contract engagement shall commence from the issuance of Notice to Proceed (NTP) until full and complete delivery of requirements.

X. PROJECT OFFICER'S CONTACT INFORMATION

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