



## SUPPLEMENTAL/BID BULLETIN NO. 2

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on April 29, 2019 for the **Procurement of a Travel and Tour Service Operator for the Tourism Statistics Capacity Building Program Evaluation and Trainers Training on 24-28 June in Manila and Rizal.**

This shall form an integral part of the Bidding Documents.

### *Changes in the Terms of Reference*

#### I. Scope of Work:

| OLD                 |   | NEW                |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |
|---------------------|---|--------------------|------------------|-----------------|---------------------|---|---|---------------------|---|----|----|---|--------------------|------------------|-----------------|---------------------|---|---|---------------------|---|----|
| 1.                  | <p><b>A. HOTEL ACCOMMODATION, FUNCTION ROOMS AND MEALS</b></p> <p><b>Accommodation Requirements:</b></p> <ol style="list-style-type: none"><li>1. Must be DOT – Accredited</li><li>2. Must be at least a DOT Accredited Three Star Hotel or have the facilities of a three- star hotel as per DOT accreditation requirement</li><li>3. Must be located in Manila Bay area</li></ol> <table><tr><th>ACCOMMO-<br/>DATION</th><th>NO. OF<br/>NIGHTS</th><th>NO. OF<br/>ROOMS</th></tr><tr><td>Single<br/>Occupancy</td><td>4</td><td>5</td></tr><tr><td>Double<br/>Occupancy</td><td>4</td><td>14</td></tr></table> <p><b>Function Rooms and Meals Requirements:</b></p> <ol style="list-style-type: none"><li>1. Function room for workshop that can accommodate thirty-five (35) persons in round table set up, a registration table; and a secretariat table. Inclusions:<ol style="list-style-type: none"><li>a. Unlimited wireless internet access</li><li>b. Free-flowing coffee/tea</li><li>c. Rostrum with microphone</li><li>d. One unit LCD projector and screen with HDMI cable</li><li>e. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound system to PC</li><li>f. Pads, pencils and mints</li><li>g. One Whiteboard</li></ol></li></ol> | ACCOMMO-<br>DATION | NO. OF<br>NIGHTS | NO. OF<br>ROOMS | Single<br>Occupancy | 4 | 5 | Double<br>Occupancy | 4 | 14 | 1. | <p><b>A. HOTEL ACCOMMODATION, FUNCTION ROOMS AND MEALS</b></p> <p><b>Accommodation Requirements:</b></p> <ol style="list-style-type: none"><li>1. Must be DOT – Accredited</li><li>2. Must be at least a DOT Accredited Three Star Hotel or have the facilities of a three- star hotel as per DOT accreditation requirement</li><li>3. Must be located in Manila Bay area</li><li>4. <b>Check in Date: June 24</b><br/><b>Check Out Date: June 28</b></li></ol> <table><tr><th>ACCOMMO-<br/>DATION</th><th>NO. OF<br/>NIGHTS</th><th>NO. OF<br/>ROOMS</th></tr><tr><td>Single<br/>Occupancy</td><td>4</td><td>5</td></tr><tr><td>Double<br/>Occupancy</td><td>4</td><td>14</td></tr></table> <p><b>Function Rooms and Meals Requirements:</b></p> <ol style="list-style-type: none"><li>1. Function room for workshop that can accommodate thirty-five (35) persons in round table set up, a registration table; and a secretariat table. Inclusions:<ol style="list-style-type: none"><li>a. Unlimited wireless internet access</li><li>b. Free-flowing coffee/tea</li><li>c. Rostrum with microphone</li><li>d. One unit LCD projector and screen with HDMI cable</li><li>e. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound system to PC</li><li>f. Pads, pencils and mints</li><li>g. One Whiteboard</li><li>h. Two flipcharts with markers</li><li>i. At least three power extension wires</li><li>j. Floor area of at least 100 sq. meters</li></ol></li></ol> | ACCOMMO-<br>DATION | NO. OF<br>NIGHTS | NO. OF<br>ROOMS | Single<br>Occupancy | 4 | 5 | Double<br>Occupancy | 4 | 14 |
| ACCOMMO-<br>DATION  | NO. OF<br>NIGHTS  | NO. OF<br>ROOMS    |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |
| Single<br>Occupancy | 4   | 5                  |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |
| Double<br>Occupancy | 4   | 14                 |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |
| ACCOMMO-<br>DATION  | NO. OF<br>NIGHTS  | NO. OF<br>ROOMS    |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |
| Single<br>Occupancy | 4   | 5                  |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |
| Double<br>Occupancy | 4   | 14                 |                  |                 |                     |   |   |                     |   |    |    |   |                    |                  |                 |                     |   |   |                     |   |    |

| <div><div><div>h. Two flipcharts with markers</div><div>i. At least three power extension wires</div><div>j. Floor area of at least 100 sq. meters</div><div>k. Ceiling height of at least 3 meters</div></div><div><div>2. Function room for dinner buffet that can accommodate thirty-five (35) persons in round table set up. Inclusions:</div><div><div>a. Unlimited wireless internet access</div><div>b. One unit LCD projector and screen</div><div>c. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound system to PC</div></div></div></div> <table><tr><th>FUNCTION ROOM AND MEALS</th><th>NO. OF DAYS</th><th>NO. OF PAX</th></tr><tr><td>Meals (AM snacks, Lunch buffet, PM snacks)<br/><br/>Inclusive Dates: June 24, 25 and 27, 2019</td><td>3</td><td>35</td></tr><tr><td>Dinner Buffet<br/><br/>Inclusive Dates: June 24 – 27, 2019</td><td>4</td><td>35</td></tr></table> <div><div>B. TRANSPORTATION HIRE FOR TECHNICAL VISIT AND EVALUATION</div><div>Requirements:</div><div><div>1. Vehicle Type: One (1) 45-seater Bus to be used on 26 June 2019 for technical visit and evaluation including tour around town<br/>Departure from Hotel to Technical Visit and Evaluation Site and Vice Versa</div><div>2. Must be DOT Accredited Tourist Transport</div><div>3. Whole day service (16 hours)</div><div>4. Fully air conditioned</div><div>5. Inclusive of driver (uniformed / presentable / client-courteous), driver meals, fuel, toll fees &amp; parking fees</div><div>6. Includes travel insurance and insurance for passengers on board</div><div>7. Passengers: DOT staff and speakers</div></div><div>C. TECHNICAL VISIT AND EVALUATION</div><div>Technical Visit to Masungi Georeserve for 35 persons, the Masungi Georeserve is one of the most popular attractions in the province of Rizal</div></div> | FUNCTION ROOM AND MEALS | NO. OF DAYS | NO. OF PAX | Meals (AM snacks, Lunch buffet, PM snacks)<br><br>Inclusive Dates: June 24, 25 and 27, 2019 | 3 | 35 | Dinner Buffet<br><br>Inclusive Dates: June 24 – 27, 2019 | 4 | 35 | <div><div>k. Ceiling height of at least 3 meters</div><div><div>2. Function room for dinner buffet that can accommodate thirty-five (35) persons in round table set up. Inclusions:</div><div><div>a. Unlimited wireless internet access</div><div>b. One unit LCD projector and screen</div><div>c. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound system to PC</div></div></div></div> <table><tr><th>FUNCTION ROOM AND MEALS</th><th>NO. OF DAYS</th><th>NO. OF PAX</th></tr><tr><td>Meals (AM snacks, Lunch buffet, PM snacks)<br/><br/>Inclusive Dates: June 24, 25 and 27, 2019</td><td>3</td><td>35</td></tr><tr><td>Dinner Buffet<br/><br/>Inclusive Dates: June 24 – 27, 2019</td><td>4</td><td>35</td></tr></table> <div><div>B. TRANSPORTATION HIRE FOR TECHNICAL VISIT AND EVALUATION</div><div>Requirements:</div><div><div>1. Vehicle Type: One (1) 45-seater Bus to be used on 26 June 2019 for technical visit and evaluation including tour around town<br/>Departure from Hotel to Technical Visit and Evaluation Site and Vice Versa</div><div>2. Must be DOT Accredited Tourist Transport</div><div>3. Whole day service (16 hours)</div><div>4. Fully air conditioned</div><div>5. Inclusive of driver (uniformed / presentable / client-courteous), driver meals, fuel, toll fees &amp; parking fees</div><div>6. Includes travel insurance and insurance for passengers on board</div><div>7. Passengers: DOT staff and speakers</div></div><div>C. TECHNICAL VISIT AND EVALUATION</div><div>Technical Visit to Masungi Georeserve for 35 persons, the Masungi Georeserve is one of the most popular attractions in the province of Rizal as</div></div> | FUNCTION ROOM AND MEALS | NO. OF DAYS | NO. OF PAX | Meals (AM snacks, Lunch buffet, PM snacks)<br><br>Inclusive Dates: June 24, 25 and 27, 2019 | 3 | 35 | Dinner Buffet<br><br>Inclusive Dates: June 24 – 27, 2019 | 4 | 35 |
|---|-------------------------|-------------|------------|---|---|----|--|---|----|---|-------------------------|-------------|------------|---|---|----|--|---|----|
| FUNCTION ROOM AND MEALS   | NO. OF DAYS             | NO. OF PAX  |            |   |   |    |  |   |    |   |                         |             |            |   |   |    |  |   |    |
| Meals (AM snacks, Lunch buffet, PM snacks)<br><br>Inclusive Dates: June 24, 25 and 27, 2019   | 3                       | 35          |            |   |   |    |  |   |    |   |                         |             |            |   |   |    |  |   |    |
| Dinner Buffet<br><br>Inclusive Dates: June 24 – 27, 2019  | 4                       | 35          |            |   |   |    |  |   |    |   |                         |             |            |   |   |    |  |   |    |
| FUNCTION ROOM AND MEALS   | NO. OF DAYS             | NO. OF PAX  |            |   |   |    |  |   |    |   |                         |             |            |   |   |    |  |   |    |
| Meals (AM snacks, Lunch buffet, PM snacks)<br><br>Inclusive Dates: June 24, 25 and 27, 2019   | 3                       | 35          |            |   |   |    |  |   |    |   |                         |             |            |   |   |    |  |   |    |
| Dinner Buffet<br><br>Inclusive Dates: June 24 – 27, 2019  | 4                       | 35          |            |   |   |    |  |   |    |   |                         |             |            |   |   |    |  |   |    |

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| <p>as tourists can experience both nature and adventure at the same time. Also, Masungi Georeserve's vision is to become the top geotourism destination and respected conservation area in the Philippines for the international community.</p> <p>The technical visit was deemed necessary for the training to allow the division to evaluate both the Market Assessment Tool for Tourist Attraction (MATTA) and Tourist Attraction Visitor Survey (TAVS) which are used and taught during Capacity Building Workshops for local stakeholders. It will also serve as the laboratory for the training tools that will be discussed during the workshop.</p> <p>The discovery trail of Masungi Georeserve allows guests to go through the conservation area, and come up close with the karst terrain. The trek lasts for 3-4 hours in total, but may be shortened or lengthened depending on the guest's preference and capacity. A park ranger will be guiding guests through the trek providing a deeper understanding of the area.</p> <p>Since the trail only allows a maximum of 14 persons per tour, the group shall be divided into two (2). While a group is taking the Discovery Trail, the other group shall have a town tour in Taytay.</p> <p>Date: 26 June 2019</p> <p>1. Inclusions:</p> <ol style="list-style-type: none"><li>Day tour on the Discovery Trail and Dining at Silayan for 35 pax in accordance with the Masungi Georeserve Standard Package</li><li>Local Tour Guides</li><li>Buffet lunch at site</li><li>Packed AM Snack and PM Snack</li><li>Provision of Survey Kit and tokens per participant (includes at least the following: eco-friendly products such as clipboards, notebook (50 leaves), pen/pencil and local based souvenir products sourced from Masungi Georeserve)</li></ol> | <p>tourists can experience both nature and adventure at the same time. Also, Masungi Georeserve's vision is to become the top geotourism destination and respected conservation area in the Philippines for the international community.</p> <p>The technical visit was deemed necessary for the training to allow the division to evaluate both the Market Assessment Tool for Tourist Attraction (MATTA) and Tourist Attraction Visitor Survey (TAVS) which are used and taught during Capacity Building Workshops for local stakeholders. It will also serve as the laboratory for the training tools that will be discussed during the workshop.</p> <p>The discovery trail of Masungi Georeserve allows guests to go through the conservation area, and come up close with the karst terrain. The trek lasts for 3-4 hours in total, but may be shortened or lengthened depending on the guest's preference and capacity. A park ranger will be guiding guests through the trek providing a deeper understanding of the area.</p> <p><b><i>Since the trail only allows a maximum of ten (10) persons per tour, the group shall be divided into four (4) groups). According to Masungi Georeserve Management an interval of 15 minutes will be given for each group taking the trail.</i></b></p> <p><b><i>After the visit in Masungi Georeserve, the group shall have a rolling tour in Taytay town center with a quick stop in St. John the Baptist Parish.</i></b></p> <p><b><i>A DOT accredited tour shall accompany the group from hotel to Taytay.</i></b></p> <p>Date: 26 June 2019</p> <p>1. Inclusions:</p> <ol style="list-style-type: none"><li>Day tour on the Discovery Trail and Dining at Silayan for 35 pax in accordance with the Masungi Georeserve Standard Package <b><i>with tour guides</i></b></li><li><b><i>DOT Accredited local guide for the tour duration</i></b></li><li>Buffet lunch at site</li><li>Packed AM Snack and PM Snack</li><li>Provision of Survey Kit and tokens per participant (includes at least the following: eco-friendly products such as clipboards, notebook (50 leaves), pen/pencil and local based souvenir products sourced from Masungi Georeserve; <b><i>to be given on the first day of the workshop,</i></b></li></ol> |
|---|---|



|  |  |
|--|--|
| <p>f. All government, environmental and entrance fees</p> <p><b>D. Qualifications for Proponents:</b></p> <ol style="list-style-type: none"><li>1. Travel and Tour Service Operator must be DOT Accredited and based in Metro Manila</li><li>2. Must be willing to provide service on a send-bill arrangement (Government procedure)</li></ol> | <p><b><i>June 24, with the exception of the souvenir from Masungi that will be given on site)</i></b></p> <p>f. All government, environmental and entrance fees</p> <p><b>D. Qualifications for Proponents:</b></p> <ol style="list-style-type: none"><li>1. Travel and Tour Service Operator must be DOT Accredited and based in Metro Manila</li><li>2. Must be willing to provide service on a send-bill arrangement (Government procedure)</li></ol> |
|--|--|

Please find attached copy of the revised Terms of Reference.

For the guidance and information of all concerned.

May 6, 2019

  
/ASEC. ROBERTO P. ALABADO III  
DOT-BAC Chairperson

## TERMS OF REFERENCE

### Procurement of Travel and Tour Service Operator for the Tourism Statistics Capacity Building Program Evaluation and Trainers Training 24 – 28 June 2019 in Manila and Rizal

The Tourism Statistics Capacity Building Program Evaluation and Trainers Training is an intervention mechanism of DOT SEAIMD to be able to discharge the division's duties effectively and efficiently. It will also be a venue to make working environment better.

#### A. HOTEL ACCOMMODATION, FUNCTION ROOMS AND MEALS

##### Accommodation Requirements:

1. Must be DOT – Accredited
2. Must be at least a DOT Accredited Three Star Hotel or have the facilities of a three star hotel as per DOT accreditation requirement
3. Must be located in Manila Bay area
4. Check In Date : June 24 / Check Out Date : June 28

| ACCOMMODATION    | NO. OF NIGHTS | NO. OF ROOMS |
|------------------|---------------|--------------|
| Single Occupancy | 4             | 5            |
| Double Occupancy | 4             | 14           |

##### Function Rooms and Meals Requirements:

1. Function room for workshop that can accommodate thirty five (35) persons in round table set up, a registration table; and a secretariat table. Inclusions:
  - a. Unlimited wireless internet access
  - b. Free-flowing coffee/tea
  - c. Rostrum with microphone
  - d. One unit LCD projector and screen with HDMI cable
  - e. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound system to PC
  - f. Pads, pencils and mints
  - g. One Whiteboard
  - h. Two flipcharts with markers
  - i. At least three power extension wires
  - j. Floor area of at least 100 sq. meters
  - k. Ceiling height of at least 3 meters
2. Function room for dinner buffet that can accommodate thirty five (35) persons in round table set up. Inclusions:
  - a. Unlimited wireless internet access
  - b. One unit LCD projector and screen
  - c. Basic audio visual equipment including but not limited to two wireless mics, one wired mic, audio cable from sound system to PC

| FUNCTION ROOM AND MEALS   | NO. OF DAYS | NO. OF PAX |
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| Meals (AM snacks, Lunch buffet, PM snacks)<br>Inclusive Dates: June 24, 25 and 27, 2019 | 3           | 35         |
| Dinner Buffet<br>Inclusive Dates: June 24 – 27, 2019                                    | 4           | 35         |

## B. TRANSPORTATION HIRE FOR TECHNICAL VISIT AND EVALUATION

### Requirements:

1. Vehicle Type: One (1) 45-seater Bus to be used on 26 June 2019 for technical visit and evaluation including tour around town  
Departure from Hotel to Technical Visit and Evaluation Site and Vice Versa
2. Must be DOT Accredited Tourist Transport
3. Whole day service (16 hours)
4. Fully air conditioned
5. Inclusive of driver (uniformed / presentable / client-courteous), driver meals, fuel, toll fees & parking fees
6. Includes travel insurance and insurance for passengers on board
7. Passengers: DOT staff and speakers

## C. TECHNICAL VISIT AND EVALUATION

Technical Visit to Masungi Georeserve for 35 persons, the Masungi Georeserve is one of the most popular attractions in the province of Rizal as tourists can experience both nature and adventure at the same time. Also, Masungi Georeserve's vision is to become the top geotourism destination and respected conservation area in the Philippines for the international community.

The technical visit was deemed necessary for the training to allow the division to evaluate both the Market Assessment Tool for Tourist Attraction (MATTA) and Tourist Attraction Visitor Survey (TAVS) which are used and taught during Capacity Building Workshops for local stakeholders. It will also serve as the laboratory for the training tools that will be discussed during the workshop.

The discovery trail of Masungi Georeserve allows guests to go through the conservation area, and come up close with the karst terrain. The trek lasts for 3-4 hours in total, but may be shortened or lengthened depending on the guest's preference and capacity. A park ranger will be guiding guests through the trek providing a deeper understanding of the area.

Since the trail only allows a maximum of ten (10) persons per tour, the group shall be divided into four (4) groups. According to Masungi Georeserve Management an interval of 15 minutes will be given for each group taking the trail.

After the visit in Masungi Georeserve, the group shall have a rolling tour in Taytay town center with a quick stop in St. John the Baptist Parish.

A DOT accredited tour guide shall accompany the group from hotel to Taytay.

Date: 26 June 2019

1. Inclusions:

- a. Day tour on the Discovery Trail and Dining at Silayan for 35 pax in accordance with the Masungi Georeserve Standard Package with tour guides
- b. DOT Accredited local guide for the tour duration
- c. Buffet lunch at site
- d. Packed AM Snack and PM Snack
- e. Provision of Survey Kit and tokens per participant (includes atleast the following: eco-friendly products such as clipboards, notebook (50 leaves), pen/pencil and local based souvenir products sourced from Masungi Georeserve; to be given on the first day of the workshop, June 24, with the exception of the souvenir from Masungi that will be given on site)
- f. All government, environmental and entrance fees

**D. Qualifications for Proponents:**

1. Travel and Tour Service Operator must be DOT Accredited and based in Metro Manila ,
2. Must be willing to provide service on a send-bill arrangement (Government procedure)

**E. Approved Budget for the Contract:**

1. One Million Pesos (PhP1,000,000.00) - Inclusive of all applicable charges and taxes

**CONTACT PERSON**

**RAMIL S. BASUEL**

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