

**TECHNICAL SPECIFICATIONS
PROCUREMENT OF SERVICES OF A TOUR OPERATOR
FOR THE 3-DAY TPB QMS POST-PLANNING WORKSHOP**

BACKGROUND:

The Tourism Promotions Board (TPB), together with its consultant will be conducting a three-day workshop for its QMS Post-Planning Workshop for the establishment of TPB's Performance Scorecard, Corporate Quality Objectives, Work Programs for 2021-2022.

DATE: 17-19 November 2020 (target dates of implementation)

NO. OF PARTICIPANTS: 35 participants

OBJECTIVES:

This project requires the engagement of tour operator company (preferably Baguio-based) for the provision of venue, accommodation and transportation requirements during the conduct of the 3-day TPB QMS Post-Planning Workshop.

I. SPECIFICATIONS

Item	SPECIFICATIONS
I.	Transportation requirements
1	<p>Routes The company is expected to provide transportation services during the entire implementation of the project (target date is on 17-19 November 2020)</p> <p>Day 01</p> <ul style="list-style-type: none"> - From residence of participants to accommodation in Baguio City - Whole day rental of the vehicle within Baguio City <p>Day 02</p> <ul style="list-style-type: none"> - Whole day rental of the vehicle within Baguio City <p>Day 03</p> <ul style="list-style-type: none"> - From Baguio City to residence of participants (details to be provided by the Project Officer)
2	<p>General Specifications</p> <ul style="list-style-type: none"> a. Compliance with the DOT New Normal Health and Safety Guidelines for Tourist Land Transport Services
3	<p>Technical Requirements</p> <ul style="list-style-type: none"> a. Vehicle must be a 2018 model or newer, air-conditioned and with current registration and insurance b. Seven (7) vans adhering to Passenger Limit Guidelines set by the DOTr and LTFRB c. All vehicles should be well ventilated, and air conditioning shall be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle. d. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70-percent solution alcohol or alcohol-based hand sanitizer and tissue paper or disposable wet wipes, for the free use of passengers, inside all vehicles. e. A separate trash bag for all gloves, facemasks, PPE sets, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle. f. Rates must include the use of vehicles, drivers' services (inclusive of overtime of the drivers), drivers' meals and communication expenses, parking fees, toll fees, vehicle maintenance and consumables such as fuel, oil and lubricants g. Drivers must have at least three years of experience as professional driver, be familiar with the major and minor routes in the areas within Greater Metro Manila, its environs and Baguio City h. Assigned drivers to the vehicles must undergo swab test and meet the criteria of having negative results. i. Drivers must observe personal hygiene and proper grooming. They must be in uniform and should wear personal protective equipment (PPE), complete with face masks and gloves, provided by their operator. j. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls.

Item	SPECIFICATIONS
	k. Provision of proper, approved, clean signage for the vehicles assigned for TPB.
II. Venue and accommodation requirements	
1	Availability <ol style="list-style-type: none"> a. Meeting venue (17-19 November 2020) b. Rooms: (17-19 November 2020) <ol style="list-style-type: none"> - Four (4) Single Superior Queen Room - Fifteen (15) Superior Twin Room
2	Location / Site Condition / Neighborhood Data <ol style="list-style-type: none"> a. Located within the city of Baguio b. Must be at least a three (3) star business hotel c. With valid certificate to operate from the Department of Tourism (DOT) and the Local Government Unit (LGU) d. Conforming with the government's safety guidelines and protocols e. Provision of at least seven (7) parking passes / complimentary parking for vehicle of TPB officials, guests and participants
3	Rooms <ol style="list-style-type: none"> a. Must be a DOT-accredited hotel or conference venue b. Superior room as the minimum category for all rooms c. Inclusive of daily breakfast for all checked-in guests d. Complimentary Wifi access per room e. Complimentary drinking water, replenished daily f. In-room safe g. In-room coffee and tea making facilities
4	Venue Provision of facilities/services as follows: <ol style="list-style-type: none"> a. Cluster set-up good for 35 pax (with enough space to move around) b. Function room to be used until 10:00pm (maximum) on 17-18 November 2020 c. At least four (4) Easel boards with Easel sheets d. Whiteboard with marker and eraser e. LCD Projector (rental included in the package) and Screen f. Signage stands for meeting rooms and other directional signage g. Registration table with telephone h. Secretariat table i. Microphones (minimum 4 pieces) j. Existing Light and Sound System k. Provision for electric outlets / extension cords per table (including the registration and secretariat tables) l. Wifi access in the meeting room for at least 50 concurrent users on multiple devices in all areas to be designated within the function room m. Pencils and pads n. Mints, nuts and/or candies o. Hot and cold water dispenser p. Stand-by dedicated staff during the workshops
5	Food/Meal for the Workshop Provision of the following meals good for 35 persons <ol style="list-style-type: none"> a. Morning and afternoon snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM Snacks: Sandwiches or Pasta) on 17-18 November 2020 b. Plated lunch inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020 c. Plated Dinner inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020 Arrangement Set-up (Meals) <ol style="list-style-type: none"> a. Flowing brewed coffee/tea for the participants while the event is on-going b. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies) c. Drinking water shall be provided for the participants d. Food served shall be fresh, hot and ready at least 30 minutes before each meal e. All dinnerware and glassware necessary for the event f. Waiters/Service Personnel clad in clean uniforms g. Designation of a banquet coordinator

II. ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered tour operator / travel agency company under Philippine laws;
2. Must submit the following certifications:
 - a. DOT Accreditation
 - b. Certificate of Authority to Operate for the hotel accommodation
 - c. Certificate of Compliance to DOT New Normal Health and Guidelines for Tourist Land Transport Services issued by the supplier
 - d. Certificate of Employment for all assigned drivers to indicate years of service in the company and/or Bio-data/Curriculum Vitae as proof of having at least three (3) years of experience as professional driver, be familiar with the major and minor routes in the areas within Greater Metro Manila, its environs and Baguio City
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
4. Must have an existing credit line with TPB or would allow send-bill arrangement.

III. APPROVED BUDGET FOR CONTRACT

EIGHT HUNDRED SEVENTY-SEVEN THOUSAND PESOS (Php 877,000.00) inclusive of all applicable fees and taxes.

IV. TERMS OF PAYMENT:

1. Supplier must have a Landbank account. Payment will be made through LBP bank deposit
2. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier

For particulars, please contact:

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TECHNICAL SPECIFICATIONS FOR TRANSPORTATION REQUIREMENTS

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows. (Bidders are required to take note of the * portion at the last page of this form before filling out the required columns):

REQUIREMENT: Service of a tour operator company to provide accommodation and transportation requirements			
PROJECT TITLE: TPB Quality Management System (QMS) Post-Planning Session			
APPROVED BUDGET COST (ABC): Php 940,000.00			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
TRANSPORTATION			
I. Routes (17-19 November 2020)			
Day 01			
- From residence of participants to accommodation in Baguio City			
- Whole day rental of the vehicle within Baguio City			
Day 02			
- Whole day rental of the vehicle within Baguio City			
Day 03			
- From Baguio City to residence of participants (details to be provided by the Project Officer)			
II. General Specifications			
a. Compliance with the DOT New Normal Health and Safety Guidelines for Tourist Land Transport Services			
III. Technical Requirements			
a. Vehicle must be a 2018 model or newer, air-conditioned and with current registration and insurance			
b. Seven (7) vans adhering to Passenger Limit Guidelines set by the DOTr and LTRFB			
c. All vehicles should be well ventilated, and air conditioning shall be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle.			
d. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70-percent solution alcohol or alcohol-based hand sanitizer and tissue paper or disposable wet wipes, for the free use of passengers, inside all vehicles.			
e. A separate trash bag for all gloves, facemasks, PPE sets, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle.			
f. Rates must include the use of vehicles, drivers' services (inclusive of overtime of the drivers), drivers' meals and communication expenses, parking fees, toll fees, vehicle maintenance and consumables such as fuel, oil and lubricants			
g. Drivers must have at least three years of experience as professional driver, be			

	familiar with the major and minor routes in the areas within Greater Metro Manila, its environs and Baguio City													
	h. Assigned drivers to the vehicles must undergo swab test and meet the criteria of having negative results.													
	i. Drivers must observe personal hygiene and proper grooming. They must be in uniform and should wear personal protective equipment (PPE), complete with face masks and gloves, provided by their transport operator.													
	j. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls.													
	k. Provision of proper, approved, clean signage for the vehicles assigned for TPB													
VENUE AND ACCOMMODATION														
I. Availability (17-19 November 2020)														
	a. Meeting venue													
	b. Rooms: - Four (4) Single Superior Queen Room - Fifteen (15) Superior Twin Room													
II. Location / Site Condition / Neighborhood Data														
	a. Located within the city of Baguio													
	b. Must be at least a three (3) star Business hotel													
	c. With valid certificate to operate from the Department of Tourism (DOT) and Local Government Unit (LGU)													
	d. Conforming with the government's safety guidelines and protocols													
	e. Provision of at least seven (7) parking passes / complimentary parking for vehicle of TPB officials, guests and participants													
III. Rooms														
	a. Must be a DOT-accredited hotel or conference venue													
	b. Superior room as the minimum category for all rooms													
	c. Inclusive of daily breakfast for all checked-in guests													
	d. Complimentary Wifi access per room													
	e. Complimentary drinking water, replenished daily													
	f. In-room safe													
	g. In-room coffee and tea making facilities													
	<table border="1"> <thead> <tr> <th>Check-in</th> <th>Check-out</th> <th>Room configuration</th> <th>No. of rooms</th> </tr> </thead> <tbody> <tr> <td rowspan="2">17 November 2020</td> <td rowspan="2">19 November 2020</td> <td>Single Superior Queen</td> <td>4</td> </tr> <tr> <td>Superior Twin</td> <td>15</td> </tr> </tbody> </table>	Check-in	Check-out	Room configuration	No. of rooms	17 November 2020	19 November 2020	Single Superior Queen	4	Superior Twin	15			
Check-in	Check-out	Room configuration	No. of rooms											
17 November 2020	19 November 2020	Single Superior Queen	4											
		Superior Twin	15											
IV. Venue														
	a. Cluster set-up good for 35 pax with enough space to move around													
	b. Function room to be used until 10:00pm (maximum) on 17-18 November 2020													
	c. At least four (4) Easel boards with Easel													

sheets			
d. Whiteboard with marker and eraser			
e. LCD Projector (rental included in the package) and Screen			
f. Signage stands for meeting rooms and other directional signage			
g. Registration table with telephone			
h. Secretariat table			
i. Microphones (minimum 4 pieces)			
j. Existing light and sound system			
k. Provision of electric outlets / extension cords per table (including the registration and secretariat tables)			
l. Wifi access in the meeting room for at least 50 concurrent users on multiple devices in all areas to be designated within the function room			
m. Pencils and pads			
n. Mints, nuts and/or candies			
o. Hot and cold water dispenser			
p. Stand-by dedicated staff during the workshops			
V. Food/Meal for the Workshop			
Provision of the following meals good for 35 persons			
a. Morning and afternoon snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM snacks: sandwiches or pasta) on 17-18 November 2020			
b. Plated Lunch inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020			
c. Plated Dinner inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020			
Arrangement Set-up (Meals)			
a. Flowing brewed coffee/tea for the participants while the event is on-going			
b. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)			
c. Drinking water shall be provided for the participants			
d. Food served shall be fresh, hot and ready at least 30 minutes before each meal			
e. All dinnerware and glassware necessary for the event			
f. Waiters/Service Personnel clad in clean uniforms			
g. Designation of a banquet coordinator			

****Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.***

<p>Offered Quotation in Words:</p> <p>Offered Quotation in Figures:</p>
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Signature Over Printed Name of Bidder

Position/Company

mm/dd/year

RATING SHEET FOR TRANSPORTATION REQUIREMENTS

REQUIREMENT: Service of a tour operator company to provide accommodation and transportation requirements	
PROJECT TITLE: TPB Quality Management System (QMS) Post-Planning	
APPROVED BUDGET COST (ABC): Php 940,000.00	
BIDDER:	
TECHNICAL SPECIFICATION	WEIGHT (%)
TRANSPORTATION	
I. Routes (17-19 November 2020)	100
Day 01	
- From residence of participants to accommodation in Baguio City	
- Whole day rental of the vehicle within Baguio City	
Day 02	100
- Whole day rental of the vehicle within Baguio City	
Day 03	
- From Baguio City to residence of participants (details to be provided by the Project Officer)	
II. General Specifications	100
a. Compliance with the DOT New Normal Health and Safety Guidelines for Tourist Land Transport Services	100
III. Technical Requirements	100
a. Vehicle must be a 2018 model or newer, air-conditioned and with current registration and insurance	10
b. Seven (7) vans adhering to Passenger Limit Guidelines set by the DOTr and LTFRB	10
c. All vehicles should be well ventilated, and air conditioning shall be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle.	10
d. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70-percent solution alcohol or alcohol-based hand sanitizer and tissue paper or disposable wet wipes, for the free use of passengers, inside all vehicles.	10
e. A separate trash bag for all gloves, facemasks, PPE sets, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle.	5
f. Rates must include the use of vehicles, drivers' services (inclusive of overtime of the drivers), drivers' meals and communication expenses, parking fees, toll fees, vehicle maintenance and consumables such as fuel, oil and lubricants	10
g. Drivers must have at least three years of experience as professional driver, be familiar with the major and minor routes in the areas within Greater Metro Manila, its environs and Baguio City	5
h. Assigned drivers to the vehicles must undergo swab test and meet the criteria of having negative results.	15
i. Drivers must observe personal hygiene and proper grooming. They must be in uniform and should wear personal protective equipment (PPE), complete with face masks and gloves, provided by their transport operator.	10
j. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, light, and air controls.	10
k. Provision of proper, approved, clean signage for the vehicles assigned for TPB.	5
VENUE/ACCOMMODATION	
I. Availability (17-19 November 2020)	100
a. Meeting venue	
b. Rooms:	100
Four (4) Single Superior Queen Room	
Fifteen (15) Superior Twin Room	

Check-in	Check-out	Room configuration	No. of rooms	
17 November 2020	19 November 2020	Single Superior Queen	4	
		Superior Twin	15	
II. Location / Site Condition / Neighbourhood Data				100
a. Located within the city of Baguio				20
b. Must be at least a three (3) star Business hotel				20
c. With valid certificate to operate from the Department of Tourism (DOT) and Local Government Unit (LGU)				20
d. Conforming with the government's safety guidelines and protocols				25
e. Provision of at least seven (7) parking passes / complimentary parking for vehicle of TPB officials, guests and participants				15
III. Rooms				100
a. Must be a DOT-accredited hotel or conference venue				25
b. Superior room as the minimum category for all rooms				25
c. Inclusive of daily breakfast for all checked-in guests				25
d. Complimentary Wifi access per room				10
e. Complimentary drinking water, replenished daily				5
f. In-room safe				5
g. In-room coffee and tea making facilities				5
IV. Venue				100
a. Cluster set-up good for 35 pax with enough space to move around				10
b. Function room to be used until 11:00pm (maximum) on 17-18 November 2020 and until 05:00pm (maximum) on 19 November 2020				10
c. At least four (4) Easel boards with Easel sheets				5
d. Whiteboard with marker and eraser				5
e. LCD Projector (rental included in the package) and Screen				10
f. Signage stands for meeting rooms and other directional signage				5
g. Registration table with telephone				5
h. Secretariat table				5
i. Microphones (minimum 4 pieces)				10
j. Existing light and sound system				5
k. Provision of electric outlets / extension cords per table (including the registration and secretariat tables)				5
l. Wifi access in the meeting room for at least 50 concurrent users on multiple devices in all areas to be designated within the function room				10
m. Pencils and pads				3
n. Mints, nuts and/or candies				2
o. Hot and cold water dispenser				5
p. Stand-by dedicated staff during the workshops				5
V. Food/Meal for the Workshop				100
Provision of the following meals good for 35 persons				
a. Morning and afternoon snacks inclusive of one round of soft drinks or iced tea (Preferred AM & PM snacks: sandwiches or pasta) on 17-19 November 2020				15
b. Managed Lunch buffet inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-19 November 2020				20
c. Managed Dinner buffet inclusive of one round of soft drinks or iced tea (minimum of 4 kinds of main course) on 17-18 November 2020				20
Arrangement Set-up (Meals)				
a. Flowing brewed coffee/tea for the participants while the event is on-going				10
b. Can accommodate special diet (for participants with special needs: vegetarians, diabetics, or people with allergies)				10
c. Drinking water shall be provided for the participants				10
d. Food served shall be fresh, hot and ready at least 30 minutes before each meal				5
e. All dinnerware and glassware necessary for the event				5
f. Waiters/Service Personnel clad in clean uniforms				5
g. Designation of a banquet coordinator				10
				TOTAL R PER RF x %
TRANSPORTATION				
Routes				_____ x (.10) =

General Specifications	_____ x (.10) =
Technical Requirements	_____ x (.20) =
ACCOMMODATION	
Availability	_____ x (.20) =
Location/Site Condition/Neighborhood Data	_____ x (.10) =
Rooms	_____ x (.10) =
Venue	_____ x (.10) =
Food/meal for the workshop	_____ x (.10) =
TOTAL (Passing Rate = 85%)	

BAC: _____
SIGNATURE: _____
DATE: _____