

TERMS OF REFERENCE

TOURISM & TECHNOLOGY FORUM

18-19 March 2021
Manila, Philippines
(Hybrid Event)

Transportation Services

as of 19 February 2021

I. BACKGROUND

The Travel and Tourism Technology Forum (TTF), organized by the Tourism Promotions Board (TPB) Philippines, aims to raise awareness on technological trends and a variety of digital tools to engage travelers at home and encourage them to travel whenever possible. It likewise aims to generate valuable feedback and ideas from industry stakeholders for creating a new direction for smart tourism projects. The TTF will be held in a hybrid format wherein selected speakers and delegates will be present in both live and virtual sessions. The Forum will run a series of informative sessions and open discussions presented by industry experts over a period of two days. Moreover, the forum is expected to be attended by at least 50 onsite delegates and an approximate of 500 online participants. Registration will be offered free to travel and tourism stakeholders.

In view of this, TPB is requesting for the services of a local Tour / Land Transportation Operator that can comply with the transportation requirements for Speakers, Delegates and Secretariat of Tourism and Technology Forum on 11 – 13 March 2021.

II. SCOPE OF SERVICES

1. To provide transportation services on the following schedule:

Date	Time	Vehicle Type	Destination
17-19 March	8:00 am – 8:00 pm	1 Van	Within Metro Manila
18-19 March	10:00 am – 8:00 pm	2 Van	Within Metro Manila
18-19 March	11:00 am – 8:00 pm	1 Bus or 2 Coasters	Within Metro Manila

* Final itinerary to be provided by TPB

2. To conform on the following general requirements:

- Preferably at least 2017 model, fully air-conditioned and well-maintained unit
- Provision of a professional driver with good personality and good grooming. In addition, driver must be wearing full face protection against COVID-19 at all times
- Must have implemented the safety and health protocols issued for Transportation Vehicles
- Inclusive of gasoline, overtime and other fees (*if necessary*)
- Must have a first-aid kit and bottled mineral waters on board
- Vehicles should be properly disinfected and sanitized regularly
- Must be willing to provide services on Send-Bill arrangement

III. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated and legally registered company/ Tour / Land Transportation Operator under Philippine laws;
2. Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- DOT Accreditation Certificate
- Department of Transportation (DOTr) Certificate with Transport Operator Certification
- DTI Business Registration/SEC Certificate or its equivalent
- Mayor's Permit or License/Permit to Operate or its equivalent
- BIR Registration with TIN
- Philippine Government Electronic Procurement System (PHILGEPS) Certificate
- Company Profile / List of Drivers and copies of LTO issued Driver's License

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ONE HUNDRED EIGHTY-FIVE THOUSAND PESOS (PHP 185,000.00)** inclusive of applicable taxes.

V. TERMS OF PAYMENT

Send bill to the Tourism Promotions Board; Final payment in 30 days upon receipt of invoice, billing and/or other pertinent documents

VI. CONTACT PERSONS

For particulars, please contact TPB-MICE Organizing Committee:

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