

Philippines' Attendance Promotion Campaign
World Travel and Tourism Council (WTTC) Global Summit 202125 -
27 April 2021 | Cancun, Mexico
As of 12 April 2021

TERMS OF REFERENCE

I. BACKGROUND

The Philippines was chosen to host the World Travel and Tourism Council (WTTC) Global Summit in 2021. A formal announcement will be made during the Summit in Cancun, Mexico on 25 – 27 April 2021.

In 2019, the Tourism Promotions Board (TPB) spearheaded the Philippines' bid to host the Summit which involved the process of conducting meetings with focal persons at the WTTC, facilitating site visits of venues and hotel facilities in Manila, soliciting endorsements from tourism stakeholders and preparing the bid document.

Now that the WTTC Global Summit has been conferred to the Philippines, there is a need for the Department of Tourism and the TPB to participate and conduct attendance promotion in the 2021 edition of the WTTC Global Summit in Cancun Mexico.

TPB is in need of incentivized / personalized gift box with unique Philippine-made giveaways which will highlight the Philippines' celebration of the 500th Anniversary of Christianity to be given to the VIPs and delegates during the Philippines' virtual attendance promotion campaign at the WTTC Global Summit 2021 in Mexico.

II. SPECIFICATIONS

VIP Set

Required Quantity: 50 sets

Packaging: Gift Box (see attached sample with measurements)

- Layout must be printed in full color (see attached layout)
- Must be made of high-quality, eco-friendly and sustainable materials
- Must integrate the theme of the Philippines' 500th Anniversary of the Circumnavigation on the packaging (layout to be provided by TPB)
- Must be neatly and carefully sealed with a ribbon or string to complement the packaging, to be and tagged with Compliments Card (*layout to be provided by the TPB*)
- Must allocate at least 1 to 2 cm allowance for the dividers inside the box

Product / Item	Specifications
Philippine fabric face masks	<ul style="list-style-type: none">● Washable face masks made of Philippine fabrics such as abaca, yakan, abel and binakul cloth.● With interior pockets for the insertable filters
Small pouch	<ul style="list-style-type: none">● Face mask pouch and can fit all types of regular-sized face masks● Size: 13 x 10.5 x 1.2cm (Fits Ordinary Surgical Mask Size)● Material: Plastic, with Antibacterial Nano Silver Ion AG+ Treatment

Scented candles or essential oil roller	Essential oil or a candle (in a simple packaging) to help calm the mind, have more focus and spark energy
Bottled hand sanitizer	<ul style="list-style-type: none"> Organic or natural hand sanitizer which contains no harmful chemicals such as hormone-disrupting triclosan and clinically-proven to kill germs on contact Contains soothing aloe extract that moisturizes the skin with Vitamins B1, B2, B6, C and Amino Acids
Wireless earbuds (earphones)	<ul style="list-style-type: none"> Up to 18hrs of combined playback with charging case, up to 5hrs of continuous playing Pressure-free touch control Bluetooth version: 5.0 Noise cancellation
LED Ring light with mini tripod phone holder	<ul style="list-style-type: none"> 360° adjustable holder; Dimmable LED ring light with a wide dimming range from 1% - 100% and 3 adjustable colors (white light, warm light & soft light); Works with most devices that support USB port; Includes Telescopic Monopod and Mini Tripod
Coffee Table Book	Note: This will come from the TPB

Note: A sample / mock-up must be submitted together with the bid proposal for quality validation prior to production

III. TARGET DELIVERY DATE

The complete set of giveaways must be delivered to TPB and inspected on or before **2 June 2021**.

IV. ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations
- Must be accredited by the Philippine Government Electronic Procurement System (PHILGEPS)
- Must be Filipino owned, operated and legally existing under Philippine laws
- Must be willing to accept send bill arrangement

V. LEGAL REQUIREMENTS

1. SEC/DTI Registration Certificate
2. 2020 Mayor's Permit/License
3. BIR Registration / TIN / Form 2303
4. Company Profile/Reference
5. PhilGEPs Certificate with Valid date
6. Notarized Omnibus Sworn Statement (Notarized with the same date of your bid quotation)
7. Secretary's Certificate if SEC or Special Power of Attorney if DTI

Bid price ceiling is **Php 175,000.00** inclusive of all applicable taxes. Deadline for submission of bids should be at the close of office hours on _____.

For particulars, please contact Ms. Raquel A. Tria or Ms. Jelline Cruz at telephone numbers (02) 525-1153 and 525-9318 loc 230 / 227 or email at raquel_tria@tpb.gov.ph or jelline_cruz@tpb.gov.ph