

## TERMS OF REFERENCE

### Philippine Travel Exchange 2021 Transportation Requirements

*As of 2 August 2021*

#### **Background:**

PHITEX is the biggest government-organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event hosts qualified international buyer delegates worldwide to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.

PHITEX has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

Research reveals that 68% of business events have been cancelled or postponed due to the very recent COVID-19 pandemic. This has caused significant challenges for the tourism industry; digitization is one of the most effective ways to bridge us into the new normal.

For the first time, despite the pandemic, TPB hosted the PHITEX 2020 Hybrid Edition last 22-24 September 2020 in Panglao, Bohol. This online travel trade show allows tourism stakeholders from all over the world to explore new opportunities and markets as well as update global buyers with the latest Philippine tourism offerings in one hybrid e-conference environment.

An initial target of 100 Buyers and 100 Sellers was set for PHITEX 2020. Yet amidst the challenges, it was able to gather 121 Buyers from 35 countries, and 345 Seller Representatives from 161 companies to engage in the Travel Exchange (TRAVEX). More than half of the Buyers registered came from opportunity markets (52.07%) while the remaining 47.93% are from source markets. The highest number of participants came from Indonesia with 14 participants, followed by China, Korea, Russia, and USA with 9 participants each. Sellers, on the other hand, were composed mostly of Hotels and Resorts (92 companies), and Tour Operators (63 companies). Most of the participating companies are based in Metro Manila. There were 3,946 total old and new contacts established or an average of 28 contacts per Seller Company. There were 1,205 leads generated onsite which was reported by 143 seller companies giving the travel exchange an 89% success rate. There were 76 actual onsite bookings, and over Php 42M in projected revenues. Data from the post-event survey revealed that 94% of the respondents were able to achieve their goals in participating at the PHITEX. The most liked components of the event were the webinars, travel exchange, and virtual tours. Overall, the Phitex.Ph platform received almost 85,000 engagements in a span of 4 days.

This year, TPB will again host the PHITEX 2021 scheduled on September 2021 in Subic, Zambales and nearby environs targeting 100 buyers and 100 Sellers.

#### **Details of Events:**

Date : September 08-10, 2021 and September 17-23, 2021

Venue : Metro Manila & NCR Plus, Subic, Zambales and nearby environs

**Scope of Services:**

- 1. Transportation requirements of the Post-Tour Committee for their Pre-Run of the Tour Modules in Subic, Zambales and nearby environs**  
September 8 – 10 2021 (Indicative)
- 2. Shuttle service for the departure of PHITEX 2021 Secretariat Advance Committees**  
September 17, 2021
- 3. Shuttle service for the departure of PHITEX 2021 Secretariat Remaining Committees**  
September 18, 2021
- 4. Shuttle service for the Departure of Sellers from Legaspi Towers 300 to Subic, Zambales**  
September 18, 2021
- 5. Shuttle service of sellers and PHITEX Secretariat from Hotel to Venue-Registration, Welcome Dinner and vice-versa**  
September 19, 2021
- 6. Shuttle service of sellers and PHITEX Secretariat from Hotel to Venue-Registration, Dinner and vice-versa**  
September 20, 2021
- 7. Transportation requirement/Shuttle service of local media from Metro Manila/Hotel to Venue-Registration, Welcome Dinner and vice-versa**  
September 20-22, 2021
- 8. Shuttle Service of sellers and PHITEX Secretariat from Hotel to Venue-Registration, Farewell Dinner and vice-versa**  
September 21, 2021
- 9. Transportation requirements of the Post-Tour Committee: For the Tour Modules in Subic, Zambales and nearby environs**  
September 22, 2021
- 10. Provision of transportation requirements for the Post-Tour Committee for Manila to Subic, Zambales and environs and vice versa for the use during the invited seller's to participate in the Post Tour if needed**  
September 22, 2021
- 11. Transportation requirements for the Departure of PHITEX 2021 Organizing Committee and seller delegates from Subic, Zambales to Metro Manila and NCR Plus to their respective residences.**  
September 23, 2021

**12. Provision of Secretariat Shuttle Service requirements**

September 17-23, 2021

**13. OVERTIME (Excess Hours)** – maximum of three (3) hours overtime per day during the project**Schedule of Delivery:**

| <b>Date</b>                        | <b>Type of Vehicles</b> | <b>Particulars</b>  |
|------------------------------------|-------------------------|---|
| 8 – 10 September 2021 (Indicative) | Van                     | Transportation requirements of the Post-Tour Committee for the Pre-Run of the Tour Modules<br><br>- 4 units x minimum of 12 Hours x 3 Days  |
| 17 September 2021                  | Van and Bus             | Secretariat Shuttle Service<br><br>Van<br>- 2 units x minimum of 12 Hours x 1 Day<br><br>Departure of Advance Party - Identified Committees and Provision of Secretariat Shuttle Service<br><br>Van<br>- 4 units x minimum of 12 Hours x 1 Day<br>Bus<br>- 1 unit x minimum of 12 Hours x 1 Day   |
| 18 September 2021                  | Van and Bus             | Secretariat Shuttle Service<br><br>Van<br>- 2 units x minimum of 12 Hours x 1 Day<br><br>Departure of Secretariat - Remaining Committees and Provision of Secretariat Shuttle Service<br><br>Van<br>- 4 units x minimum of 12 Hours x 1 Day<br>Bus<br>- 2 units x minimum of 12 Hours x 1 Day<br><br>Departure of Sellers Pick-up point Legaspi Towers 300<br><br>Van<br>- 1 unit x minimum of 12 Hours x 1 Day<br>Bus<br>- 3 units x minimum of 12 Hours x 1 Day |
| 19 September 2021                  | Van and Coaster         | Secretariat Shuttle Service<br><br>Van  |

|                   |                       |   |
|-------------------|-----------------------|---|
|                   |                       | <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Shuttle Service from Hotel to Venue-Registration for PHITEX 2021 Sellers/Educational Seminars/Welcome Dinner and vice versa</p> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 4 units x minimum of 12 Hours x 1 Day</li> </ul>   |
| 20 September 2021 | Van and Coaster       | <p>Secretariat Shuttle Service</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Media Committee (Metro Manila-Subic-Metro Manila)</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 3 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Shuttle Service from Hotel to Venue-Registration for PHITEX 2021 Sellers/Welcome Dinner and vice versa</p> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 4 units x minimum of 12 Hours x 1 Day</li> </ul>  |
| 21 September 2021 | Van and Coaster       | <p>Secretariat Shuttle Service</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Media Committee (Metro Manila-Subic-Metro Manila)</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 3 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Shuttle Service from Hotel to Venue-Registration for PHITEX 2021 Sellers/Farewell Dinner and vice versa</p> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 4 units x minimum of 12 Hours x 1 Day</li> </ul> |
| 22 September 2021 | Van, Coaster, and Bus | <p>Secretariat Shuttle Service</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Media Committee (Metro Manila-Subic-Metro</p>  |

|                        |                       |  |
|------------------------|-----------------------|--|
|                        |                       | <p>Manila)</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 3 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Transportation requirements of the Post Tour Committee for Tour in Subic, Zambales and nearby environs</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 8 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 8 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Transportation requirements of the Post Tour Committee for Manila-Subic-Manila and nearby environs in Subic, Zambales and nearby environ</p> <p>Bus</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> |
| 23 September 2021      | Van, Coaster, and Bus | <p>Secretariat Shuttle Service</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Depart Subic for Manila for the PHITEX 2021 Organizing Committee, Sellers, and Media, etc.</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 8 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 1 unit x minimum of 12 Hours x 1 Day</li> </ul> <p>Bus</p> <ul style="list-style-type: none"> <li>- 3 units x minimum of 12 Hours x 1 Day</li> </ul>  |
| 17 – 23 September 2021 | Van                   | <p>Overtime (Excess Hours):</p> <ul style="list-style-type: none"> <li>- 2 units x 3 Hours x 7 Days</li> </ul>   |
| 19 September 2021      | Coaster               | <ul style="list-style-type: none"> <li>- 4 units x 3 Hours x 1 Day</li> </ul>  |
| 20 September 2021      | Coaster               | <ul style="list-style-type: none"> <li>- 4 units x 3 Hours x 1 Day</li> </ul>  |
| 21 September 2021      | Coaster               | <ul style="list-style-type: none"> <li>- 4 units x 3 Hours x 1 Day</li> </ul>  |

## **RATE OF VEHICLES PER 12 HOURS SUBIC**

- Van – Php 16,000 per 12 hours inclusive of toll fees
- Coaster – Php 21,000 per 12 hours inclusive of toll fees
- Bus – Php 31,600 per 12 hours inclusive of toll fees

## **OVERTIME RATE OF VEHICLE PER HOUR**

- Van – Php 900 per hour
- Coaster – Php 1,500 per hour
- Bus – Php 1,700 per hour

### **A. Requirements**

#### **1. Vehicles**

##### **VAN**

- Preferably Toyota Grandia Van ( Not older than for the period 2017 (2017 – 2021)
- 12 Seater Capacity
- Fully air-conditioned, clean, comfortable, presentable and in good running condition
- With HD Flat Screen Monitor
- Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit (Van)
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- With appropriate signage (for TPB`s approval)
- With airport passes/sticker for airport terminals, if applicable
- With comprehensive insurance
- Maximum passengers per van – 6 persons

##### **COASTER**

- Year model not older than 2015 (2015 – 2021)
- 22-27 Seater Coaster with luggage compartment
- Fully air-conditioned, clean, comfortable, presentable and in good running condition
- Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit (Coaster)
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- With appropriate signage (for TPB`s approval)
- With airport passes/sticker for airport terminals, if applicable
- With comprehensive insurance
- Maximum passengers per coaster – 10 persons

##### **BUS**

- Year model not later than 2015 (2015 – 2021)
- 45-50 Seater Bus with luggage compartment

- Fully air-conditioned, clean, comfortable, presentable and in good running condition
- Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit (Bus)
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- With appropriate signage (for TPB's approval)
- With airport passes/sticker for airport terminals, if applicable
- With comprehensive insurance
- Maximum passengers per bus – 25 persons

## **2. Drivers to be assigned in the project**

### **Qualifications of the Drivers**

- Fit to work especially on/during overtime
- Must be polite and courteous, drives carefully/cautiously, adheres to road courtesy, prompt in reporting based on agreed time
- Must be presentable, clean cut (hair)
- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
- Must be/holder of VALID Professional Driver's License
- With trip Ticket available when on/during duty
- Must be negative for RT-PCR Test during the pre-run and during the implementation of the event proper

### **Dress code**

- Polo Barong with shirt insider and black pants or the Company Uniform
- Clean black shoes
- Must wear company ID's all throughout the event

## **3. Company**

- Tourist Land Transport Operator/Certificate
- Department of Tourism (DOT) Accreditation
- At least 5 years' experience/expertise in land transportation service
- The company must be in business operations for at least 5 years
- Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers
- Vehicles and driver must be available in case of overtime
- Cost of RT PCR test is c/o the bidder
- Provide/assign additional drivers if necessary

## **4. Budget for the Contract**

- Approved Budget for the Contract (ABC) = 1,840,400.00 net (inclusive of applicable taxes)

- Payment shall be based on the actual usage of vehicles provided that it shall not exceed the contract price (with regard to the type of vehicle, total time of usage, and destination of trip).
- Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable
- Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay
- Send bill to PHITEX Secretariat/Tourism Promotions Board (TPB) arrangement

#### B. Statement of Compliance vis-à-vis the Scope of Services and Deliverables

| Lot 1                                 | Transportation Services for the Philippine Travel Exchange (PHITEX) 2021 |   | Approved Budget for the Contract (AB)<br>PhP1,840,400.00 |            |
|---------------------------------------|--|---|--|------------|
| Date                                  | Type of Vehicles   | Particulars   | Statement of Compliance                                  |            |
|                                       |  |   | Comply   | Not Comply |
| 8 – 10 September 2021<br>(Indicative) | Van  | Transportation requirements of the Post-Tour Committee for the Pre-Run of the Tour Modules<br><br>- 4 units x minimum of 12 Hours x 3 Days  |  |            |
| 17 September 2021                     | Van and Bus  | Secretariat Shuttle Service<br><br>Van<br>- 2 units x minimum of 12 Hours x 1 Day<br><br>Departure of Advance Party - Identified Committees and Provision of Secretariat Shuttle Service<br><br>Van<br>- 4 units x minimum of 12 Hours x 1 Day<br><br>Bus<br>- 1 unit x minimum of 12 Hours x 1 Day |  |            |
| 18 September 2021                     | Van and Bus  | Secretariat Shuttle Service<br><br>Van<br>- 2 units x minimum of 12 Hours x 1 Day<br><br>Departure of Secretariat - Remaining Committees and Provision of   |  |            |



|                   |                 |   |  |  |
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|                   |                 | <p>Departure of Sellers Pick-up point Legaspi Towers 300</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Bus</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul>  |  |  |
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|                   |                       | <p>Coaster</p> <ul style="list-style-type: none"> <li>- 4 units x minimum of 12 Hours x 1 Day</li> </ul>   |  |  |
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| 22 September 2021 | Van, Coaster, and Bus | <p>Secretariat Shuttle Service</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Media Committee (Metro Manila-Subic-Metro Manila)</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 3 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Transportation requirements of the Post Tour Committee for Tour in Subic, Zambales and nearby environs</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 8 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 8 units x minimum of</li> </ul> |  |  |

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|--|-----------------------|---|--|--|
|  |                       | <p>12 Hours x 1 Day</p> <p>Transportation requirements of the Post Tour Committee for Manila-Subic-Manila and nearby environs in Subic, Zambales and nearby environ</p> <p>Bus</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul>  |  |  |
| 23 September 2021  | Van, Coaster, and Bus | <p>Secretariat Shuttle Service</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 2 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Depart Subic for Manila for the PHITEX 2021 Organizing Committee, Sellers, and Media, etc.</p> <p>Van</p> <ul style="list-style-type: none"> <li>- 8 units x minimum of 12 Hours x 1 Day</li> </ul> <p>Coaster</p> <ul style="list-style-type: none"> <li>- 1 unit x minimum of 12 Hours x 1 Day</li> </ul> <p>Bus</p> <ul style="list-style-type: none"> <li>- 3 units x minimum of 12 Hours x 1 Day</li> </ul> |  |  |
| <b>Overtime (Excess Hours):</b>  |                       |   |  |  |
| 17 – 23 September 2021   | Van                   | - 2 units x 3 Hours x 7 Days  |  |  |
| 19 September 2021  | Coaster               | - 4 units x 3 Hours x 1 Day   |  |  |
| 20 September 2021  | Coaster               | - 4 units x 3 Hours x 1 Day   |  |  |
| 21 September 2021  | Coaster               | - 4 units x 3 Hours x 1 Day   |  |  |
| <b>Other Requirements:</b>   |                       |   |  |  |
| <u>Vehicles</u>  |                       |   |  |  |
| <b>VAN</b>   |                       |   |  |  |
| Preferably Toyota Grandia Van ( Not older than for the period 2017 (2017 – 2021)     |                       |   |  |  |
| 12 Seater Capacity   |                       |   |  |  |
| Fully air-conditioned, clean, comfortable, presentable and in good running condition |                       |   |  |  |
| With HD Flat Screen Monitor  |                       |   |  |  |

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|--|--|--|
| Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit (Van)                                    |  |  |
| Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements |  |  |
| With appropriate signage (for TPB`s approval)  |  |  |
| With airport passes/sticker for airport terminals, if applicable   |  |  |
| With comprehensive insurance   |  |  |
| Maximum passengers per van – 6 persons   |  |  |
| <b>COASTER</b>   |  |  |
| Year model not older than 2015 (2015 – 2021)   |  |  |
| 22-27 Seater Coaster with luggage compartment  |  |  |
| Fully air-conditioned, clean, comfortable, presentable and in good running condition   |  |  |
| Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit (Coaster)                                |  |  |
| Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements |  |  |
| With appropriate signage (for TPB`s approval)  |  |  |
| With airport passes/sticker for airport terminals, if applicable   |  |  |
| With comprehensive insurance   |  |  |
| Maximum passengers per coaster – 10 persons  |  |  |
| <b>BUS</b>   |  |  |
| Year model not later than 2015 (2015 – 2021)   |  |  |
| 45-50 Seater Bus with luggage compartment  |  |  |
| Fully air-conditioned, clean, comfortable, presentable and in good running condition   |  |  |
| Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit (Bus)                                    |  |  |
| Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements |  |  |
| With appropriate signage (for TPB`s approval)  |  |  |
| With airport passes/sticker for airport terminals, if applicable   |  |  |
| With comprehensive insurance   |  |  |
| Maximum passengers per bus – 25 persons  |  |  |
| <b>Drivers to be assigned in the project</b>   |  |  |
| <u>Qualifications of the Drivers</u>   |  |  |
| Fit to work especially on/during overtime  |  |  |
| Must be polite and courteous, drives carefully/cautiously, adheres to road courtesy, prompt in reporting based on agreed time                      |  |  |
| Must be presentable, clean cut (hair)  |  |  |
| Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination  |  |  |
| Must be/holder of VALID Professional Driver`s License  |  |  |
| With trip Ticket available when on/during duty   |  |  |
| Must be negative for RT-PCR Test during the pre-run and during the implementation of the event proper  |  |  |
| <u>Dress Code</u>  |  |  |

|  |  |  |
|--|--|--|
| Polo Barong with shirt insider and black pants or the Company Uniform  |  |  |
| Clean black shoes  |  |  |
| Must wear company ID's all throughout the event  |  |  |
| <b><u>Company</u></b>  |  |  |
| Tourist Land Transport Operator/Certificate  |  |  |
| Department of Tourism (DOT) Accreditation  |  |  |
| At least 5 (five) years' experience/expertise in land transportation service   |  |  |
| The company must be in business operations for at least five (5) years   |  |  |
| Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers  |  |  |
| Vehicles and driver must be available in case of overtime  |  |  |
| Cost of RT-PCR Test is c/o the bidder  |  |  |
| Provide/assign additional drivers, if necessary  |  |  |
| <b>Budget for the Contract</b>   |  |  |
| Approved Budget for the Contract (ABC) = 1,840,400.00 net (inclusive of applicable taxes)  |  |  |
| Payment shall be based on the actual usage of vehicles provided that it shall not exceed the contract price (with regard to the type of vehicle, total time of usage, and destination of trip) |  |  |
| Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable  |  |  |
| Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay   |  |  |
| Send bill to PHITEX Secretariat/Tourism Promotions Board (TPB)arrangement  |  |  |

**\*\*\* Nothing Follows \*\*\***