

## TERMS OF REFERENCE

### 2<sup>nd</sup> TOURISM & TECHNOLOGY FORUM

7-8 October 2021

Manila, Philippines

*(Hybrid Event)*

### Transportation Services

#### I. BACKGROUND

The 2<sup>nd</sup> Travel and Tourism Technology Forum (TTF2), organized by the Tourism Promotions Board (TPB) Philippines, aims to re-skill the tourism stakeholders in marketing and promoting their products and services through digital avenues and revisiting their brand to appeal to their target audience in the new normal. 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 local and foreign industry experts over a period of two days. Moreover, the Forum is expected to be attended by a maximum of 120 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 transportation requirements for the Speakers, Delegates and Secretariat of TTF2.

#### II. SCOPE OF SERVICES

1. To provide transportation services on the following schedule:

Date	Time	QTY / Vehicle Type	Passenger / Destination
6-8 Oct 2021	Whole Day	2 Vans	TPB Secretariat Within Metro Manila
6-8 Oct 2021	Whole Day	2 Vans	Local Speakers Within Metro Manila
7-8 Oct 2021	Whole Day	3 Vans	Delegates Within Metro Manila

*\* Final itinerary to be provided by TPB before the event*

2. To conform on the following general requirements:

- a) Preferably at least 2017 model, fully air-conditioned and well-maintained unit
- b) 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.

- c) Must have implemented the safety and health protocols issued for Transportation Vehicles
- d) Inclusive of gasoline, overtime and other fees (*if necessary*)
- e) Must have a first-aid kit and bottled mineral waters on board
- f) Vehicles should be properly disinfected and sanitized regularly
- g) 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)

Approved Budget for the Contract (ABC) is **TWO HUNDRED FORTY THOUSAND PESOS (PHP 240,000.00)** inclusive of all applicable fees and taxes. The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at time and place specified in the request for quotation (RFQ).

### V. TERMS OF PAYMENT

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

The following documents should be submitted by the winning bidder for the processing of payment:

- Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

**MARIA ANTHONETTE C. VELASCO - ALLONES**  
Chief Operating Officer  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- Copy of Official Receipt
- Payment will be made through LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

## **VI. CONTACT PERSONS**

For particulars, please contact TPB-MICE Organizing Committee:

1. Ms. Raquel Tria  
Acting Head, MICE Dept.  
raquel\_tria@tpb.gov.ph
2. Ms. Sherdoll Bayona  
Senior Convention Services Officer, MICE Dept.  
sherdoll\_bayona@tpv.gob.gov.ph
3. Ms. Natasha Blanquisco  
Convention Services Officer III, MICE Dept.

