

**MICECONnect 2021**  
12-16 November 2021  
Boracay Island

**SERVICES OF A DESTINATION MANAGEMENT COMPANY**

**Technical Specifications**

*As of 18 October 2021*

**I. BACKGROUND**

Dubbed as MICECONnect, a spin-off to the country's largest conference for local industry practitioners, it is a hybrid platform which will connect Sellers and Buyers of MICE products and services.

In particular, this effort will be held with the assistance of MICE Boracay Alliance, allowing the destination to be promoted and considered for domestic MICE events while keeping in place the island's travel, health and safety protocols.

The MICECONnect event will be participated by domestic Buyers joining onsite and Sellers participating in a virtual platform. It will combine business-to-business (B2B) meetings, familiarization tour, and networking activities in aide of generating MICE business across the country.

In this regard, the TPB is in need of the services of a Destination Management Company (DMC) for MICECONnect on 12-16 November 2021 in Boracay Island.

**II. EVENT SPECIFICATIONS**

Event	MICECONnect 2021
Date	12-16 November 2021 Five (5) days
Venue	Boracay
Number of Pax	40 pax
ABC	PHP1,000,000.00

**III. SCOPE OF WORK / DELIVERABLES**

**A. TOUR PROGRAM** *(Please see attached proposed itinerary)*

1. Provision of the following:
  - Tours, activities, entrance, environmental and miscellaneous fees  
*\*Proposed Activities: Site inspection of identified MICE properties, familiarization tours and activities as stated in the working itinerary, including land transfers*
  - A tour coordinator in uniform accompanying the group during the program

- Vans (2017 model or newer) inclusive of gas, parking fees, vaccinated drivers in uniform, driver's accommodation and meals

	12 Nov	13 Nov	14 Nov	15 Nov	16 Nov
From Caticlan Airport to Caticlan Jetty Port	2 units (1 unit each for TPB and DOT R6)				
From Caticlan Airport to Motag Museum to Lunch Venue to Caticlan Jetty Port		5 units (4 units for MICECONnect Buyers and 1 unit for TPB Secretariat)			
From hotel to other official venues back to hotel	2 units (1 unit each for TPB and DOT R6)	7 units (4 units for buyers, 2 units for TPB and 1 unit for DOT-R6)	7 units (4 units for buyers, 2 units for TPB and 1 unit for DOT-R6)	7 units (4 units for buyers, 2 units for TPB and 1 unit for DOT-R6)	
From Caticlan Jetty Port to Caticlan Airport					7 units (4 units for buyers, 2 units for TPB and 1 unit for DOT-R6)

- Four (4) licensed, DOT-accredited Tour Guides fluent in both English and Filipino, preferably with prepared spiels about the local attractions or the destination based on the proposed itinerary

- A comprehensive travel / health insurance for all participants

- Incentivized tour kit:

- Electronic brochure or itinerary (in PDF file) with description and photos of the site/establishments to be visited
- Travel necessities – alcohol spray, pocket issue, wipes, etc.
- Color-coded luggage tags (2 pieces per participant)

- Themed lunches and AM/PM snacks

Date	AM Snacks	Themed Lunch	PM Snacks
13 Nov	30 pax (in Caticlan)	30 pax (in Caticlan)	40 pax
14 Nov	40 pax	40 pax	

- Incentivized / pre-arranged / exclusive lunches in managed buffet set up

- in al fresco setting
    - \*may include venue enhancement/ decoration and/ or ambient performers, as applicable
    - Plated or packed AM/PM snacks (dependent on the itinerary)
    - Strict implementation of health and safety protocols including disinfection and physical distancing practices in all venues / locations which included in the itinerary
    - All dietary restrictions of participants to be taken into consideration
    - With a minimum of one (1) round of drinks (choice of: beer juice or soft drinks) and bottled water
    - With uniformed waitstaff on standby who are knowledgeable of the menu and the establishment
  - One (1) banner (for group photo opportunity) and appropriate van signage (design/specifications subject to TPB's approval prior to the event)
  - One (1) welcome gift\* and three (3) pillow gifts with TPB compliments card for each participant (40 pax)
    - \* *an item identifiable with the destination (e.g. "sarong" rolled with a jute string ribbon, comfortable slippers, etc.) to be given to the participants upon arrival in the resort / hotel*
  - First Aid Kit on board the vehicles with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, etc.)
  - Other miscellaneous onsite expenses (e.g. sampling of local delicacies during tours, etc.)
- 2. Coordination with the tour sites and properties (i.e. strict observance of the inspection schedule, identified site guide / hotel coordinator preferably with prepared spiel, health and safety protocols in place, limit accommodation rooms to be inspected to 3 room types, must be well-lit, with proper ventilation, etc. and function rooms for inspection must have different room set ups (banquet, classroom, boardroom, etc.) during the inspection
- 3. Management of the tour activities (i.e. making important announcements, disseminating relevant information to participants, logistics and coordination with other local entities in Boracay, etc.)
- 4. Provision for miscellaneous onsite tour-related expenses over and above the requirements specified in this bid worth a minimum amount of Php 10,000.00 (approval of allocation to be determined by the TPB MICE Project Officer onsite, as needed)
- 5. Coordination with DOT Region VI and the DOT- Boracay Satellite Offices regarding access requirements of participants in the destination / tourism sites
- 6. Assistance in ensuring all health and safety protocols are followed by

participants

7. Coordination with the local PNP regarding the group's itinerary
8. All tour guides, tour coordinator and drivers should be vaccinated and have valid negative RT-PCR results taken 24-48 hours before the event to be submitted to TPB on 11 November 2021

#### **B. PROVISION OF ENTERTAINMENT**

- Provision of an appropriate 10- to 15-minute musical/cultural entertainment for the themed welcome and farewell dinners;
- Coordination with the venues for the themed welcome and farewell dinners\* for in-house performers that can form part of the musical/cultural entertainment;
- All performers should have a valid negative antigen test results taken 24-48 hours before the date of performance;

*\*venue, food and beverage during the welcome and farewell dinner not included*

#### **C. PROFESSIONAL SAME DAY EDIT (SDE) VIDEOGRAPHY AND PHOTOGRAPHY**

Services of one (1) professional SDE videographer and one (1) professional photographer to cover the tour and to provide a consolidated output stored in a USB drive and cloud, to be distributed to each participant at the end of the program

Important Notes:

- *Bidders should submit a budget bid proposal that reflects the cost of tours, activities, travel/health insurance, tokens/giveaways, welcome kit/pillow gifts and meals.*
- *Tour activities may still be changed according to the recommendations of DOT/TPB representatives*
- *The DMC shall coordinate with both TPB and DOT Region VI prior and during the event.*

#### **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 company under Philippine laws
- Must be accredited with the Department of Tourism (DOT) as a Travel and Tour Agency

Documents to be submitted:

1. Company Profile
2. BIR Registration Certificate with TIN / Tax Income Return
3. Valid Mayor's Permit / license to operate

4. DTI Business Registration / SEC Certificate
5. PhilGEPS accreditation certificate
6. Omnibus Sworn Statement dated before the bid deadline
7. DOT Certificate of Authority to Operate (CAO)

**Additional Required Documents:**

- List of handled incentivized tour programs for the past five (5) years, of international and domestic client companies (with photos of past incentivized tours if possible/available)
- List of proposed unique experiences / special arrangements that will be made for the participants

## **V. SPECIAL / ADDITIONAL REQUIREMENTS**

### **1. Destination Management Company must be:**

- DMC must be a DOT-accredited Travel and Tour Operator
- Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids
- Has at least five (5)-year experience and expertise in inbound (domestic) travel
- Must have handled similar projects for DOT, TPB and other government offices in the last five (5) years
- Preferably with an account in the Land Bank of the Philippines
- Able to work on a minimum guarantee of twenty-five (25) pax. In excess of 25 pax, the DMC shall be paid according to actual number of pax serviced / delivered and costs incurred which shall not exceed the ABC
- Willing to provide services on “send-bill” arrangement
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia

### **2. Tour Guide and Tour Coordinator must be:**

- The tour guide must be duly licensed and/or accredited by DOT and preferably from known / reputable organization which provides tour guides
- He/she must have at least three (3) years’ experience as a tour guide
- He/she must be fluent and conversant in English
- He/she should have a strong sense of Philippine history, culture and tradition, art as well as about current events
- He/she must be experienced in handling tours (preferably incentivized tours and knowledgeable on MICE facilities)

### **3. Transport Service must be:**

- DOT-accredited vehicles
- Inclusive of licensed driver with uniform and company ID, fuel, driver’s meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

**Other Requirements:**

- Any other requirements that may be mutually agreed upon by the TPB and the Supplier
- Must adhere to all requirements / protocols / guidelines issued and implemented by the Provincial Government of Aklan. Bidder should likewise be willing to respond to immediate/unforeseen changes in the specifications, activities, schedules based on IATF and LGU pronouncements

#### **VI. TERMS AND CONDITIONS**

Neither party shall be liable to the other for any failure to perform any obligation under any Agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, Political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, pandemic, flood or any other natural or man-made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen.

#### **VII. INVITATION TO SUPPLIERS**

TPB invites DOT-accredited tour operators to submit their bid proposals to TPB for the MICECONNECT 2021. The proposals shall include, itemized costs of the basic tour components, such as meals and incentivized meals (with appropriate entertainment), tours and activities, entrance, environmental and other similar fees, taxes, charges, guide fees and all other fees required for the implementation of the tour program.

Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components given to TPB. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. **Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids provided that it does not exceed the ABC.**

#### **VIII. ABC**

The allotted budget is **Php 1,000,000.00** (inclusive of all applicable taxes)

#### **IX. PAYMENT TERMS**

- 15% Upon signing of the contract
- 85% Upon completion and submission of terminal report and all deliverables

#### **X. CONTACT PERSONS**

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