

TOUR SERVICES PROVIDER
PHILIPPINE MOTORCYCLE TOURISM PROGRAM
Central Luzon
12-13 February 2022 (Subject to change)
As of 21 December 2021

I. BACKGROUND

The Tourism Promotions Board (TPB), in collaboration with the Department of Tourism (DOT) and various motorcycle rider clubs and associations in the Philippines, will embark a two-day motorcycle activity for small bikers to cover Bulacan, Pampanga and Bataan tentatively scheduled on 12-13 February 2022. The conduct of the event aims to inspire and sustain the interest and passion of motorcycle tourism riders to engage in a fun drive while promoting domestic tourism following the PMT successful launch last 20 November 2021.

The event to be participated by at least 250 riders and media is approximately 350 kilometer ride from Quezon City-Bataan and vice-versa. This will feature the following components:

- Fun ride following the ride routes and identified checkpoints with tourism interests
- CSR activity (tree planting activity or coastal clean up)
- Riders' Night with Dinner

II. SCOPE OF DELIVERABLES

A. Date : last week of January 2022 or 1st week of February 2022 (subject to change of date)

B. Route : Bulacan, Pampanga, Bataan
Dinner venue : Las Casa de Acuzar (tentative)

C. Food and beverages:

1. Packed Breakfast, AM and PM snacks

- Maximum of 250 pax inclusive of TPB Secretariat, Riders, Guests and Media Invitees
- Finalize minimum meal guarantee of 150 pax and maximum guarantee of 10 days before the event
- Provision of a support staff to supervise the meal distribution
- Heavy sandwiches to be served for breakfast with drinks
- AM/PM Snacks preferably native delicacies with drinks
- Budget for breakfast is P300.00, AM and PM snacks is P350.00/snack/pax

2. Lunch

- Set Meal menu with at least 2 viands (fish or pork or chicken or beef), dessert, rice, appetizer. Restaurants and menus subject for approval of TPB.
- Budget is P600.00/pax

3. Dinner with Entertainment

- Dinner Manage Buffet for at least 3 viands (fish or pork or chicken or beef), dessert, rice, appetizer and drinks.
- Dinner Entertainment
 - inclusive of LED size 9 x 12 with sound system
 - Entertainment (local performer/s)
- Budget is P1,000.00/pax
- Menu to be approved TPB
- Can accommodate guests' dietary restrictions (Halal, vegetarians, diabetics, allergies, etc.)

D. Transportation for the Actual Ride

Route: Metro Manila – Bulacan – Pampanga – Bataan and vice-versa

1. Transportation Vehicle

- a. Two (2) units of vans for TPB Secretariat and Media Invitees
- b. Specification and deliverables
 - Air Conditioned, 10-seaters
 - Must be at least 2017 Model or newer
 - Inclusive of gasoline, Toll Fees, parking fees, overtime and meals and accommodation of the drivers

E. Site Validation and Coordination Meetings

1. 1 Unit of Van

- Air Conditioned, 6-seaters with enough leg room
- Must be at least 2017 Model or newer
- Inclusive of gasoline, Toll Fees, parking fees, overtime and meals and accommodation of a driver

2. Overnight Hotel Accommodation

- Three (3) rooms (single or twin occupancy) with breakfast

3. Meals and coordination meetings not exceeding Php15,000.00.

4. Travel Insurance with COVID-19 coverage

- F.** All assigned personnel shall follow the health protocol provided by COVID-19 Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) and respective LGUs rules and regulations. RT PCR Testing for a maximum of 5 TPB personnel handling the event (if required).

III. QUALIFICATION OF BIDDER

- A. Must be duly registered with the Philippine Government Electronic Procurement System (PHILGEPS)
- B. Bidders must be in operation as a Tour Services Provider for at least three (3) years. Submit a copy of the SEC/DTI registration certificate.
- C. Must be a DOT Accredited tour operator/travel agency. Submit a copy of the accreditation certificate.
- D. Bidder must have had at least three (3) projects hosting similar tours.
- E. Key personnel (i.e. Project Manager, tour organizer/coordinator, technical support team, etc.) involved in the project must be qualified and fully vaccinated.

Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables.

IV. INSTRUCTION TO BIDDERS

Bidders are instructed to submit the following:

- A. Quotation/Technical Proposal
- B. Valid Mayor's permit / Business Permit
- C. PhilGEPS Registration Certificate
- D. Latest Income / Business Tax Return
- E. Omnibus Sworn Statement
- F. Company Profile

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved Budget for the Contract is **One Million Pesos (Php1,000,000.00)**, 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 a time and place specified in the request for quotation (RFQ).

VI. TERMS OF PAYMENT

Payment will be on send-bill arrangement per the following milestone:

PARTICULARS	TERMS OF PAYMENT
• After the conduct of site validation	20% of the total contract price
• Approved menu and confirmed venue bookings	40% of the total contract price
• Full completion of deliverables for each event with corresponding reports	40% of the total contract price

The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

Full payment is upon completion of the requirements stipulated in the technical specifications.

VII. PROJECT OFFICERS/CONTACT PERSONS

MICHELLE ALCANTARA/EDMON LOZA/KARIZZA ZAPATA

Domestic Promotions Department

michelle_alcantara@tpb.gov.ph/edmon_loza@tpb.gov.ph/karizza_zapata@tpb.gov.ph

8525-1255 / 8525-9318 loc. 268