

TECHNICAL SPECIFICATION

21ST WORLD TRAVEL AND TOURISM COUNCIL (WTTC) GLOBAL SUMMIT

20-22 April 2022 | Manila, Philippines

Transportation Services

I. BACKGROUND

The Philippines was officially announced as host of the World Travel and Tourism Council (WTTC) Global Summit taking place on 20 – 22 April 2022.

The annual WTTC Global Summit brings together over 800 delegates composed of Chief Executive Officers (CEOs), Presidents, and Chairpersons of large and big travel and tourism companies worldwide from airlines, hotels and resorts, travel agencies, tour companies, global distribution systems, transportation, and allied enterprises; as well as Tourism Ministers and officials from international organizations, such as the UNWTO.

The Tourism Promotions Board (TPB) is part of the Philippine Host Organizing Committee (PHOC) which was created by the Department of Tourism to handle and prepare for the WTTC Global Summit. In particular, Project Officers from various departments of the TPB are either taking the lead or getting involved in organizing the Summit.

In relation to this, the TPB requests the services of a local Tour / Land Transportation Operator that can comply with the transportation requirements of TPB Project Officers who are part of the PHOC.

II. SCOPE OF SERVICES

1. To provide transportation services to TPB National Organizing Committee (NOC) Secretariat with the details below:

Date	Time	QTY / Vehicle Type	Destination	Remarks
30 days upon receipt of Notice to Proceed	Whole Day	1 Van	Within Metro Manila and place of residence of concerned	<ul style="list-style-type: none">• Must be able to drop off the concerned TPB Secretariat in the place of

			TPB Secretariat	residence (Metro Manila and Cavite) <ul style="list-style-type: none"> • Must be available and be on standby in the TPB parking / nearby parking whole day • Maximum of 5 - 8 pax (depending on the scheduled meetings) • 2 drivers for shifting • Including weekends
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** Itinerary to be provided by the TPB*

2. To conform to the following general requirements:

- a) Preferably has latest van vehicle model (from 2017 onwards), fully air-conditioned and well-maintained unit available;
- b) Provides professional driver with good personality and good grooming in the package. In addition to this, the driver must be wearing full-face protection against COVID-19 at all times and fully vaccinated.
- c) Must have RTPCR 48hrs prior to the 1st day of service
- d) Implements health and safety protocols in providing transportation services.
- e) Inclusive of meals, gasoline, over time, parking, and other fees
- f) Must have a first-aid kit and bottled mineral waters on board
- g) Vehicles should be properly disinfected and sanitized regularly
- h) 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
- 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
- Omnibus Sworn Statement

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved Budget for the Contract (ABC) is **THREE HUNDRED THOUSAND PESOS (PHP 300,000.00)** 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 a time and place specified in the request for quotation (RFQ).

V. TERMS OF PAYMENT

Send a 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 billing statement should be based on actual usage/expenses.

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 an 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.
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2. MS. JELLINE CRUZ

Project Development Officer II, MICE Dept.
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