

Statement of Compliance to the Technical Specifications

Pre-Tour Program for the Media Familiarization Tour in Manila for 21st WTTC Global Summit
17-18 April 2022 /Manila /30 foreign media and WTTC Liaison Officer

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	Hotel Accommodations in either Shangri-La The Fort or Grand Hyatt (30 Single De Luxe rooms/overnight stay with breakfast)	
2	<p>Land Transfers</p> <ul style="list-style-type: none"> - Airport Transfers* (Airport-Hotel on 17 April 2022 and Hotel-Airport on 18 April 2022) - Land transfer from hotel to dinner venue on 17 April 2022 <p><i>*minimum of 2 coasters and 2 vans to include contingencies if beyond 10 hours</i></p>	
3	Licensed Guides and interpreter (as needed)	
4	Provision for a Tour Coordinator	
5	Special Welcome Dinner in a Filipino Restaurant (40 pax) in BGC/Taguig (in the likes of Chef Margarita Fores/ Chef JP Anglo or by any famous Filipino Chef)	
6	RT-PCR Test for 30 pax, if needed	
7	<p>Hygiene Kit upon arrival</p> <ul style="list-style-type: none"> - <i>One (1) 500ml reusable water tumbler per tour participant. The winning bidder is enjoined to remind participants to refill the water tumblers in refilling stations (e.g., hotels / resorts) during tours.</i> - <i>Hygiene kits in reusable drawstring pouches or sustainable packaging with Philippine branding. It should contain the following:</i> <ul style="list-style-type: none"> ▪ <i>One (1) pack of facial tissue (handy pack, 2 ply, minimum 40 pulls each)</i> ▪ <i>One (1) pack wet wipes (handy pack, 25 sheets, biodegradable bamboo fiber material)</i> ▪ <i>50ml. of 70% isopropyl alcohol (in a spray bottle) or natural hand sanitizer</i> ▪ <i>Two (2) pieces individually-wrapped disposable KN-95 masks (multiply by the number of tour days – 2 pieces x no of days) and lanyard/mask strap.</i> 	

8	Pillow gift in coordination with hotel	
9	Comprehensive travel Insurance for the duration of the trip with medical coverage for COVID-19	
10	Other incidental expenses that may be incurred	
OTHER REQUIREMENTS		
11	Cover all expenses related to the conduct of the tours, as stipulated in this Terms of Reference.	
12	Professional fees, meals, accommodations, Covid19 RT-PCR tests/border antigen tests, PPEs and other miscellaneous fees of drivers, tour guides, coordinator and assigned personnel. Assigned personnel must be fully vaccinated (vaccination cards / DOH vaccination certificates will be required). Copies of vaccination cards together with a negative RT-PCR test result should be submitted to the TPB at least 24 hours prior to the trip.	
13	Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier Payment must be made in accordance with prevailing accounting and auditing rules and regulations.	
14	Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.	
15	Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the individual cost and actual number of participants, subject to minimum guarantee.	
16	Provide an alternative itinerary, without cost to TPB, in case of rain, risk of typhoon, and other unforeseen or fortuitous events.	

NOTE: Tour activities and/or schedules/dates are subject to change according to the recommendations of the WTTC 2021 Organizing Committee

Signature over printed name/date