

Statement of Compliance to the Technical Specifications

Pre-Tour Program for the Media Familiarization Tour in El Nido for 21st WTTC Global Summit
18-20 April 2022 /El Nido /15 foreign media + 2 Liaison Officers + Video/Photo
documenter or a total of 18-20 pax

Item	Specification	Statement of Compliance (Comply/Not Comply)
1	Roundtrip airfare (Business Class or Upgraded Economy)	
2	Hotel accommodations with breakfast at El Nido Resorts Lagen (single occupancy)	
3	Lunch, dinner, and snacks for the whole duration of the trip	
4	Airport transfers all land/sea transportation (3 vans and/or 1 coaster, and/or comfortable seating for 20-pax; to include contingencies if beyond 10 hours)	
5	Luggage tags for easy identification (design is subject to TPB's approval)	
6	Special welcome dinner reception on the first night	
7	All other meals to include snacks as identified in the itinerary	
8	All paid watersports activities	
9	DOT-accredited/licensed tour guide; licensed interpreter (if needed)	
10	Provision of a tour coordinator	
11	All arrangements and coordination for the coastal clean-up in El Nido, Palawan;	
12	Assistance in handling QR codes/health declaration of the destination (if required);	
13	Hygiene Kit upon arrival - <i>One (1) 500ml reusable water tumbler per tour participant. The winning bidder is enjoined to remind participants to refill the</i>	

	<p><i>water tumblers in refilling stations (e.g., hotels / resorts) during tours.</i></p> <ul style="list-style-type: none"> - <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> 	
14	Ensure regular Pillow Gifts to be distributed in the guest rooms on a daily basis	
15	RT-PCR tests before leaving Manila and upon arrival in Manila (if required)	
16	Comprehensive travel insurance with medical coverage for COVID-19;	
17	Other incidental expenses that may be incurred such as but not limited to other snacks, drinks, entrance fees, environmental fees etc.	
	OTHER REQUIREMENTS	
18	Cover all expenses related to the conduct of the tours, as stipulated in this Terms of Reference.	
19	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.	
20	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.	
21	Able to troubleshoot and recalibrate through unforeseen changes in the tour specifications.	

22	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.	
23	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