

# TECHNICAL SPECIFICATIONS

## SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION IN THE 33RD PHILIPPINE TRAVEL MART (PTM)

SMX Convention Center Manila  
29 September to 03 October 2022 (inclusive of ingress and egress)

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### I. BACKGROUND

The Philippine Travel Mart (PTM) started out as a government program and was turned over to PHILTOA in 1994, mandating the association for the annual staging of the PTM. Now on its 33<sup>rd</sup> year, it has become the longest-running travel trade exhibition in the Philippines.

This year's fair will be conducted based on the 'better normal' and within the guidelines on safety protocols under MICE, as mandated by the Department of Tourism.

This year's event features:

- 230 Exhibitors (estimate based on 2019 figures)
- Closed business meetings with potential clients
- Sale ng Bayan tour packages which can be availed of onsite at 70% off
- School-based competitions in the promotion of Philippine culture and heritage
- Other global destinations, particularly ASEAN

The Tourism Promotions Board (TPB) Philippines will be the co-presenter of the 33<sup>rd</sup> PTM and will present a minimum of 208 sqm. Philippine Pavilion to showcase the Philippines and its featured destinations.

The TPB will require the services of a tour operator service provider for the logistical requirements of the TPB personnel. Prospective bidders may offer to bid provided the proposal does not exceed the Approved Budget for the Contract (ABC).

### II. OBJECTIVES

The project aims to:

- Refocus the tourism stakeholders on the business of tourism
- Expedite with care the opening of tourism destinations to leisure travel to start the domestic travel bubble
- Start operating tour products under the new normal
- Restart tourism economics and save the business of tourism stakeholders and jobs of our tourism workers
- Restart Philippine domestic and inbound tourism

### III. SCOPE OF SERVICES

#### A. Accommodation

- Provide hotel accommodation (twin sharing) inclusive of **daily breakfast** on the following dates:

Indicative Dates	Hotel Location	Number of Rooms
29 September 2022	Within SM MOA Compound <i>*Business-scale accommodation</i>	4
30 September 2022		4
01 October 2022		4
02 October 2022		4
03 October 2022		Check-out
<b>Total Room Nights</b>		16

- Dates are subject to change
- Accommodation establishment must have been issued a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

#### B. Land Transportation

Indicative Dates	Route	Number of Units
29 September 2022	Within Metro Manila	1
30 September 2022		
01 October 2022		
02 October 2022		
03 October 2022	Within Metro Manila and its environs*	1

*\*Environs (Cavite, Rizal, Bulacan, Laguna)*

- Dates are subject to change
- Van unit year model must be at least 2018; all maintenance costs, gasoline, lubricant, other consumable costs, and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour. Minimum engine displacement is at least 2.5 to 3.5L
- Maximum use of 18 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, and other miscellaneous fees

- Comply with IATF protocols/ guidelines on safety, capacity, and coverage; daily disinfection of vehicle
- With the daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniform, presentable and well-trained
- Itinerary to be sent (subject to change with prior notice)

### C. Catering Services

- Provide Catering Services for **50 persons** (lunch) during the opening of the event (30 September 2022)
- To include one (1) vegetable dish, two (2) meat dishes (beef/chicken), soup, rice, dessert, and beverage (soft drinks/juice)
- Free flowing coffee, tea, and water (hot and cold) throughout the opening day
- Complete dining set-up
- Buffet table with linen and centerpiece
- Chairs with cover
- Uniformed staff
- Should be an SMX-accredited caterer
- Menu to be selected and approved by the TPB

## IV. PROJECT IMPLEMENTATION SCHEDULE

29 September – 02 October 2022 (inclusive of ingress and egress)

*Note: The event/ activity date is subject to change due to the uncertain situations and community restrictions brought about by the Covid-19 pandemic.*

## V. ADDITIONAL TECHNICAL REQUIREMENTS

- Submit a list of a minimum of 3 projects completed in the past 3 years providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs), and/or Private Agencies, Institutions, or Organizations.
- Preferably a TPB member with a valid TPB Membership Certificate
- Must be a DOT-accredited tourism establishment. Required to submit either a DOT-accreditation certificate or provisional accreditation certificate;
- Submit a Certification allowing cancellation, rebooking, or refunds without any charges incurred to TPB for changes due to unforeseen circumstances.

## VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **Two Hundred Eleven Thousand Pesos Only (PhP211,000.00)** inclusive of all applicable taxes and fees.

## **VII. TERMS OF PAYMENT**

Payment will be on a send-bill arrangement to be settled within 30 days upon receipt of Billing/SOA. Full payment upon completion of the requirements stipulated in the technical specifications. Payment to be transferred to the supplier's Land Bank of the Philippines (LBP) account. In the absence of an LBP account, the supplier shall shoulder inter-bank transfer costs.

## **VIII. CONTRACT DURATION**

The requirement is a one-time engagement and shall commence from the acceptance of the Notice to Proceed (NTP).

## **IX. CONTACT PERSON**

**MARGARITA P. SAN JOSE**

Project Development Officer IV

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