

STATEMENT OF COMPLIANCE
SERVICES OF A TOUR OPERATOR FOR THE MARKETING ENHANCEMENT OF
SUSTAINABLE COMMUNITY-BASED TOURISM (SCBT) SITES PHASE 2

LOT 4 (C)	SPECIFICATIONS MAUBAN, QUEZON January 14-18, 2023 (<i>indicative date</i>)	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
C.1	<u>Number of participants:</u> 20 pax (inclusive of ten (10) production team, three (3) TPB, two (2) DOT Regional Office and five (5) Local Government Unit)		
C.2	<u>Minimum pax guarantee:</u> 10 pax per module		
C.3	Transportation: Day 01 and Day 05 Four (4) units of a van (2018 model or newer) or minibus with driver inclusive of gas, parking fees and overtime fees for the following: <ul style="list-style-type: none"> • Pick-up and drop off of TPB personnel residence and participants based on the number of participants within Greater Metro Manila. • From Manila – Quezon Province – Manila 		
C.4	Day 02 to 04 Three (3) units of van (2018 model or newer) inclusive of gas, parking fees and overtime fees for the following: <ul style="list-style-type: none"> • Two (2) vans allocated for shuttle service of participants, DOT/TPB Personnel, production team. • One (1) van allocated for Media's Tour Activities 		
C.5	35 Comprehensive Travel Insurance for the (25) workshop participants from the community, (3) TPB, (2) DOT representatives, (5) Media with medical coverage for covid-19 amounting to 1M for asymptomatic patient.		
C.6	Accommodation in a 3-4 star hotels(or its equivalent) 5 rooms deluxe category for four (4) nights with daily breakfast based on single occupancy (for media)		
C.7	10 rooms superior category or its equivalent for four (4) nights with daily breakfast based on single or twin sharing (for DOT/ TPB and production team)		
C.8	Meals for TPB/DOT/LGU/workshop participants AM & PM SNACK Day 1 & 5 – 20 pax (TPB Personnel & Production Team) Day 2 to 4 – 70 pax (TPB Personnel/ Participants/ Production Team)		
C.9	LUNCH and DINNER Day 1 & 5 – 20 pax (TPB Personnel & Production Team) Day 2 to 4 – 70 pax (TPB Personnel/ Participants/ Production Team)		

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	Lunch for 5 Media Participants for 2 days <i>Note: provision of water dispenser (hot and cold)/candies/coffee during the workshop session. Provision of alternative meals for those with dietary restrictions.</i>		
C.10	Provision of workshop venue or function hall that can accommodate 70 pax with physical distancing equipped with alcohol and Lysol spray		
C.11	Provision of facemask, vitamins C and alcohol for 50 participants		
C.12	Provision of starter kits amounting to PhP400,000.00 Note: subject to TPB's approval		
C.13	First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)		
C.14	Stand-by paramedics		
C.15	Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.		
C.16	Provision of Tour Activities for two (2) days for Media/TPB/ DOT <i>Note: subject for approval of TPB/ DOT Regional Office/ LGU</i>		
C.17	Provision of banners (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB's approval		
C.18	Porter Fees		
C.19	Incidental and other miscellaneous expenses amounting to PhP10,000.00 (e.g., sampling of local delicacies, electrical consumption, gasoline, water expenses and etc.)		
C.20	Provision for on-site related expenses amounting to PhP100,000.00		
C.21	All assigned personnel of the tour operator, including drivers, should be fully vaccinated with at least one (1) booster and shall undergo antigen test a day before the tour.		

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NO.	ADDITIONAL REQUIREMENTS TO THE SPECIFICATIONS	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
1	Assistance in preparing/ securing entry documents, as necessary.		
2	Willingness to respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB.		
3	Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.		
4	<i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.		
5	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 <i>based on the actual cost per pax.</i>		

I hereby certify to comply and deliver all of the above requirements provided on the Technical Specification.

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date