

**STATEMENT OF COMPLIANCE
SERVICES OF A TOUR OPERATOR FOR THE
PHILIPPINE TRAVEL EXCHANGE (PHITEX) PRE AND POST-TOUR 2022**

LOT A1	SPECIFICATIONS Day Tour A. PRE-TOUR in MANILA October 18, 2022 (<i>indicative date</i>)	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
A1.1	<u>Number of participants:</u> 50 pax (inclusive of TPB and DOT Regional Office representatives)		
A1.2	<u>Minimum pax guarantee:</u> 20 pax during Pre-Tour		
A1.3	Transportation during <u>Pre-Tour</u> Two (2) minibus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> - Pick-up and drop at the venue hotel - Tour proper 1 back-up van during the tour		
A1.4	<u>Tour Activities inside the wall</u> 20 Bambikes (Individual) Note: Every 5 Bambikes equivalent should be provided with one (1) DOT Accredited Tour Guide <ul style="list-style-type: none"> ▪ 15 Kalesa (can accommodate 3 pax excluding DOT Accredited Tour Guide) ▪ Incentive, interactive and experiential tours and activities (subject to approval of TPB) ▪ Major routes are the following: Fort Santiago Tour Museo De Intramuros Distillery Museum with wine tasting Casa Manila San Agustin Church 		
A1.5	Incentivized am snack, lunch and pm snack, Dinner with cultural and musical entertainment for pre-tour <i>Note: am and pm snacks including lunch and dinner with one (1) round of drinks (choice of</i>		

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	<i>bottled water, juice, or soft drinks) and or any cocktail drinks during pre-tour.</i>		
A1.5	Provision of Incentivized Tour Kit coming from the local community /travel necessities – tissue, wipes, 70 ml refillable sanitizer/alcohol, face masks, mints, mosquito repellent, disposable hooded emergency raincoat, face towel, folded umbrella, tour shirt with branding of destination (design subject to approval of TPB)		
A1.7	Provision of token and giveaways (sourced from TPB's SCBT Program beneficiaries) amounting to PhP2, 000 per pax.		
A1.8	Provision of snacks on board, cold towels, and water inside the tumbler		
A1.9	Services of a DOT-accredited Tour Guides 6 Bambike Tour Guides (Ratio: 1 Tour Guide = 5 tourist) 15 Kalesa Tour Guides (Ratio: 1 Tour Guide = 2-3 tourist per kalesa) 3 On Board Tourist Guide (Ratio: 1 Tour Guide = Max of 20 Tourist)		
A1.10	At least three (3) Tour coordinators with at least three (3) years of experience (submit the curriculum vitae as part of bid proposal)		

LOT A2	SPECIFICATIONS Day Tour B. Shopping and PUB CRAWL October 21, 2022(indicative date)	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
A2.1	<u>Number of participants</u> : 20 pax (inclusive of TPB and DOT Regional Office representatives)		
A2.2	<u>Minimum pax guarantee</u> : 10 pax during SHOPPING and PUB CRAWL Note: <i>Must allow cancellation of shopping and pub crawl tour. In the event that number of participants will be lower than ten (10) pax, TPB shall cancel three weeks before the tour.</i>		

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A2.3	Transportation 1 coaster good for 20 pax 1 back up van during the tour		
A2.4	Incentivized pm snack in Marikina		
A2.5	Dinner at the Hotel where the guest is check-in		
A2.6	Bars to visit are the following: Agimat at Ugat Foraging Bar and Kitchen Z Hostel Roofdeck Dr. Wine Manila Firefly Roofdeck Anti-dote (roof deck of I'm Hotel) BGC: Tap Station Revel Ortigas Sky High Bar VU's Bar		

LOT A3	SPECIFICATIONS GENERAL REQUIREMENTS	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
A3.1	All assigned personnel of the tour operator should be fully vaccinated with at least one (1) booster shot and shall undergo anti-gen test a day before the tour.		
A3.2	First Aid Kit on board the tour vehicle with essential medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)		
A3.3	Stand-by paramedics in areas to be visited.		

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A3.4	Provision of banners (for group picture) and appropriate bus signage, design/specs c/o supplier, subject to TPB's approval		
A3.5	Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module (subject for approval of TPB Project Officer).		
A3.6	Applicable Entrance Fees		
A3.7	Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)		
A3.8	Provision for on-site related expenses as the need arises amounting to Php50,000.00		

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		

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	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>		
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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