

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

LOT C	SPECIFICATIONS DAVAO REGION (5D/4N) <i>October 21-25, 2022 (indicative date)</i>	STATEMENT OF COMPLIANCE	
		COMPLY	NOT COMPLY
C.1	<u>Number of participants:</u> 15 pax (inclusive of TPB and DOT Regional Office representatives)		
C.2	<u>Minimum pax guarantee:</u> 8 pax per module		
C.3	Transportation: Five (5) van (2018 model or newer) or mini bus per module with driver (inclusive of gas and parking fees.) Additional van for luggage per module (inclusive of driver and gas) Note: Drivers must undergo an RT-PCR (COVID- 19) test within 48 hours before the tour		
C.4	Provision of Domestic Air-ticket (round trip) with 20 kilos baggage allowance (rebookable and refundable)		
C.5	Comprehensive Travel Insurance with COVID-19 coverage worth P1M per pax.		
C.6	Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy		
C.7	Incentivized, interactive and experiential tours and activities that focused on Habi (weaving), Halal, Hilot and Hilom including sustainable community based-tourism sites and attractions.		
C.8	Incentivized Lunch and Dinner with cultural and musical entertainment during the three (3) dinners (Welcome Dinner, Day 2 Dinner, Farewell Dinner) Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of		

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	drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer		
C.9	Tour coordinators with at least three (3) years of experience (submit the curriculum vitae as part of bid proposal)		
C.10	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design c/o supplier subject to approval of TPB Project Officer)		
C.11	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)		
C.12	First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)		
C.13	Stand-by paramedics in areas to be visited.		
C.14	Provision of three (3) sets of color-coded luggage tags per participants		
C.15	Provision of token and destination-based giveaways including 1 welcome gift and 4 pillow gifts for each guest without showing tour operator's logo and subject to TPB's approval amounting to Php2,000 per pax.		
C.16	Provision of banners (for group picture) and appropriate bus signage, design/specs c/o supplier, subject to TPB's approval		
C.17	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		

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	approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.		
C.18	Provision of snacks on board, cold towels and water inside the tumbler		
C.19	Services of three (3) DOT-accredited Regional Tour Guide		
C.20	Entrance Fees/Environmental Fees		
C.21	Airport Terminal Fees		
C.22	Porter Fees		
C.23	Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.)		
C.24	Provision for on-site related expenses amounting to Php50,000.00		
C.25	Provision of RT PCR (covid test)/ or antigen test		

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.		

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

Name of the Company

Signature over Printed Name
of the Authorized Representative

Date