

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: Services of Tour Operator for DOLE'S 27th ASEAN LABOUR MINISTERS' MEETING (PR No. 9.050)

Quotation No. TPB-PR.2022.10.326

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	Event Half Day City Tour	
2	Date Time 27 October 2022, Thursday, 2:00-6:30 PM	
3	Destinations BGC, Makati, MOA, and Intramuros Areas	
4	Audience Profile Labor Ministers, Vice Ministers and Senior Officials from the ASEAN Member Countries plus China, Japan and South Korea	
5	Number of Participants 70 pax estimated	
6	Minimum Pax Guarantee 30 pax For excess in the number of participants, the tour operator shall charge the TPB based on the rate of the tour package computed per pax.	
7	Must submit proposes sites/destinations to visit in BGC, MOA, Makati and Intramuros Areas for a half day city tour	
8	Must facilitate the tours to the selected sites/destinations	
9	Must cover all expenses related to the conduct of the tours such admission fees	
10	Must provide air-conditioned tourist coaster with professional and licensed drivers with a good personality and good grooming in the package. (Units should be new and not older than three years and for approval of the TPB).	
11	Must engaged a duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide. Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events	

	Must have amenities on board (cold towels, bottled water, candies, umbrellas)	
12	Must have First Aid Kit onboard the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	
13	Provide comprehensive insurance for passengers	
14	Must ensure that all assigned tour personnel should 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.	
15	PROJECT IMPLEMENTATION SCHEDULE (Indicative Date) 27 October 2022, Thursday, 2:00-6:30 PM	
16	The Tour Operator must be: 1. Must be a Filipino owned operated and legally registered Travel and Tour Operator under Philippine laws. 2. Must be a DOT-accredited tour operator. Must provide copy of latest DOT accreditation certificate. 3. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS). Must submit copy of PhilGEPS Certification 4. Must be engaged in the business as a travel and tour operator for at least three (3) years at the date and time of submission of bid. 5. Must have handled government projects similar to this for the last five years. Must submit a list of government projects.	
17	APPROVED BUDGET FOR CONTRACT (BAC) Approved Budget for the Contract (ABC) is TWO HUNDRED EIGHTY THOUSAND PESOS ONLY (P280,000.00) inclusive of all applicable fees and taxes.	
18	TERMS OF PAYMENT A. Send bill arrangement B. Billing must be based on actual number of tour participants (min. guarantee: 30) C. Full payment 30 working days or after services are rendered in full/complete D. The following document should be submitted by the winning bidder for the processing of payment: • Photos of the tour in digital format • Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to: Chief Operating Officer/Officer-in-Charge Tourism Promotions Board	

	<p>4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <p>E. 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.</p> <p>F. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p>	
19	<p>CONTRACT DURATION</p> <p>One time engagement and shall commence from the acceptance of Notice to Proceed (NTP).</p>	
20	<p>ADDITIONAL INFORMATION</p> <p>Contact Persons:</p> <p>Ms. Eloisa A. Romero Acting Head, Events Marketing & Services Division, MICE Department Eloisa_romero@tpb.gov.ph</p> <p>Ms. Mary Ann Caramat Project Officer, Events Marketing & Services Division, MICE Department Maryann_caramat@tpv.gob.gov.ph</p>	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of Authorized Representative

Date