

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

PROJECT: SERVICES OF A TOUR OPERATOR AUSTRALIA TRAVEL AGENTS FAMILIARIZATION TOUR

(PR No.10.004)

Quotation No. TPB-PR.2022.10.333

[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	Technical Specifications / Scope of Services <ul style="list-style-type: none"> - The project requires the services of a tour operator who will help and assist in the implementation of the hosted tour, based on the rough itinerary prepared by TPB. - The trip will be participated by a total of eleven (11) participants consisting of eight (8) travel agents, one (1) Philippine Airlines representative, one (1) DOT Sydney representative, and one (1) TPB representative. - Interested tour operators must submit a recommended detailed itinerary with activities listed and timings. Please refer to the attached rough itinerary. The tour operator may suggest timings/activities/hotels but are still subject to the approval of TPB. - Activities must be interactive and avoid rolling tours as much as possible. - Secured sponsorship or discounted rates should be deducted to total expenses. - Itinerary and dates may be subject to change based on the availability of flights, accommodation, activities, and travel restrictions/quarantine status of the chosen destinations. 	
2	No. of participants: 11 pax With Minimum Guarantee of 10 pax	

	Eleven (11) participants consisting of eight (8) travel agents, one (1) Philippine Airlines representative, one (1) DOT Sydney representative, and one (1) TPB representative	
3	<p>A. Transportation</p> <p>1. Land transportation Duration: 29 Oct. to 04 Nov. 2022</p> <p>a. One (1) unit Coaster Bus or two (2) units van in Manila, Bohol, and Dumaguete</p> <p>b. Air-conditioned</p> <p>c. 25-seater (coaster) or 10-seater (2 vans) plus luggage and comfortable chair for a long travel</p> <p>d. 2018 model or newer (coaster and 2 vans)</p> <p>e. Inclusive of fuel, parking, overtime, toll fees, meals, and accommodation of the driver if deemed necessary</p> <p>f. Provide pick-up and drop-off of passengers</p> <ul style="list-style-type: none"> • Airport to hotel • Hotel to airport • Transport to, from, and around Manila, Bohol, and Dumaguete (please refer to the attached itinerary) <p>g. Onboard comprehensive travel insurance</p> <p>a. Additional van for the luggage and shuttle service that will provide point-to-point transportation for the TPB team in Manila, Bohol, and Dumaguete (please refer to the itinerary).</p>	
4	<p>2. Taxes for the international airline tickets of the participants for 10 pax (airline taxes, fuel surcharges, and other taxes, whenever applicable)</p> <p>a. SYD – MNL for 10 pax</p> <p>b. MNL – SYD for 10 pax</p> <p>Estimated cost: PHP 125,000.00</p> <p>Note: Philippine Airlines to take care of the international airtickets, domestic air tickets and taxes.</p>	
5	*All assigned personnel shall undergo RT-PCR Test 48 hours or Antigen Test 24 hours before the event and shall follow	

	the health protocols provided by IATF and respective LGUs rules and regulations. The winning bidder shall bear the RT PCR/Antigen Test expense of all assigned personnel from supplier.	
6	<p>B. Accommodation</p> <p>1. Manila Duration: 2 nights 1st call: 29 to 30 October 2022 (1 night) 2nd call: 02 to 03 November 2022 (1 night) Preferred hotel: Celeste Hotel</p> <p>2. Dumaguete Duration: 2 nights 30 October to 01 November 2022 Preferred hotel: The Henry Resort / UNWND Boutique Hotel</p> <p>3. Bohol Duration: 1 night 01 to 02 November 2022</p> <p>a. Hotels/resorts used for the tours should be DOT-accredited and at least four-star category with upscale facilities b. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary) c. Provision of 11 rooms based on single occupancy in a deluxe room category with breakfast d. Provision for early check-in and/or late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in. e. Can provide a one-hour spa/massage service for a maximum of 11 guests</p>	
7	<p>C. Meals during the tour Buffet / Family Style lunch and dinner and AM and PM snacks onboard</p> <p>1. Manila 1st call: 29 to 30 October 2022 2nd call: 02 to 03 November 2022</p>	

	<p>2. Dumaguete 30 October to 01 November 2022</p> <p>3. Bohol 01 to 02 November 2022</p>	
8	*Meals should come with one (1) round of drinks (choice of bottled water, juice, or soft drinks) and one can or bottle of beer	
9	*Must be able to accommodate guests with dietary restrictions (i.e. halal and pork free, vegetarian, diabetic, food allergies, etc.)	
10	<p>D. Other requirements</p> <p>Provision of two (2) licensed DOT accredited English-speaking tour guides</p> <p>a. At least three (3) years of experience</p> <p>b. Must be fluent and conversant in English</p> <p>c. Must have handled at least one foreign tour group or foreign diplomatic/dignitaries group</p> <p>d. Tour guides and tourist transport companies should be DOT-accredited.</p>	
11	<p>Provision of travel kits for all the participants and officials</p> <p>a. Cold towels and bottled water on board the vehicle</p> <p>b. Provision of hygiene kit to include at least a small bottle of alcohol, K95 masks throughout the entire trip, wet wipes, tissue, sunscreen, and mosquito repellent lotion.</p> <p>c. First aid kit during tours and on vehicles with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, etc.)</p> <p>d. Provision of raincoats and golf umbrellas in case of rain</p>	
12	<p>Provision of materials needed as reference</p> <p>a. Provision of an itinerary booklet (with details such as activities and what to wear) and directory of the foreign embassy and TPB officials to all participants. (Content and design subject to the approval of TPB)</p>	

	b. Provision of signages/banners (Design subject to the approval of TPB)	
13	Inclusion of all entrance, environmental, porter fee, and other applicable fees	
14	Provision for onsite related expenses as the need arises worth PHP 21,535.00 (i.e. RT-PCR/antigen test should it be required, tipping for services, and service charge for tour operator)	
15	Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00 per pax	
16	Additional Requirements <ol style="list-style-type: none"> 1. 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. 2. 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. 3. Tour activities and/or schedules/dates may still be changed based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions. 	
17	Qualification of Bidders <ul style="list-style-type: none"> - Must be Filipino-owned, operated and legally registered Tour Operator / Travel Agency under Philippine laws. Must have been in operation for at least three (3) years at the date and time of the opening of bids. - Must have a valid Department of Tourism (DOT) Certificate of Accreditation. 	
18	Approved Budget for the Contract (ABC) <ul style="list-style-type: none"> - Approved Budget for the Contract is NINE HUNDRED NINETY THOUSAND PESOS (PHP 990,000.00) inclusive of all applicable fees and taxes. 	
19	Terms of Payment <ul style="list-style-type: none"> - Must be willing to provide services on a “send-bill” arrangement based on the actual number of 	

	<p>participants and costs incurred. Bidders are encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</p>	
20	<p><i>Please send the billing statement to:</i></p> <p>MS. MICAELA B. OCHOA Acting Head, ASEAN and the Pacific Division International Promotions Department Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Boulevard, Manila 1104</p>	
21	<p>Project Officer / Contact Person</p> <p>Ms. Micaela B. Ochoa Acting Head International Promotions Department – ASEAN and the Pacific Division Email: micaela_ochoa@tpb.gov.ph Contact No.: (02) 525 9318 to 25 loc. 293</p> <p>Ms. Chelsea P. Luna Project Officer International Promotions Department – ASEAN and the Pacific Division Email: chelsea_luna@tpb.gov.ph Contact No.: (02) 525 9318 to 25 loc. 294</p>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date