

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**PROJECT: SERVICES OF TOUR OPERATOR FOR ROTARY INTERNATIONAL (PR No. 9.046)**

**Quotation No. TPB-PR.2022.10.350**

**[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	<p><b>BACKGROUND</b></p> <p>The R.I. Convention is Rotary’s biggest annual gathering of members composed of 1.2 million professionals across the world attracting some 15,000 Rotarians to assemble together and meet with their peers. Likewise, it provides a platform for Rotarians to discuss their various global projects and activities aimed at helping less fortunate people and improving their quality of life. The activities of the Convention include convention meetings, plenary sessions, fora, social functions, city tours, and other peripheral activities.</p> <p>As part of the final phase of the selection process, four (4) to six (6) RI Selection Committee Members will conduct an ocular inspection of Manila on 14–21 November 2022 visiting and evaluating the proposed convention venues, hotel facilities, accessibility, logistics, and capabilities of local suppliers to assess Manila's overall fitness and readiness to host the RI Convention.</p> <p>In view of this, the TPB is in need of the services of a DOT-Accredited Tour Operator to facilitate the necessary arrangements for the Ocular Inspection of Manila by the RI Selection Committee Members.</p>	
2	<p><b>TECHNICAL SPECIFICATIONS</b></p> <p><b>A.) Half-Day Manila City tour</b></p> <p>Date / Time : TBC</p> <p>Destination : Manila</p> <p>Number of pax : 15 pax</p>	

	<ul style="list-style-type: none"> <li>○ Air-conditioned coaster for the roundtrip transfers of tour participants</li> <li>○ Facilitation of tours to the following: (but not limited to) National Museum of Natural History, National Museum of Anthropology, Ayala Museum, Fort Santiago, Casa Manila, San Agustin Baluarte de San Diego</li> <li>○ Provision of a half-day tour with a detailed itinerary including the abovementioned attractions</li> <li>○ Provision of a DOT-accredited English-speaking tour guide</li> <li>○ Refreshments and snacks to form part of the tour (AM/PM snacks)</li> <li>○ Cold towels and bottled water</li> <li>○ First aid kit onboard the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>○ Provision of golf umbrellas</li> </ul>	
3	<p><b>B.) Farewell Dinner with Cultural Show</b></p> <p>Date / Time : TBC</p> <p>Venue : within Metro Manila</p> <p>Number of pax : 30 pax</p> <p>Theme : Filipino cuisine</p> <p>Set-Up : Sit down dinner</p> <p><b><u>DINNER:</u></b></p> <ul style="list-style-type: none"> <li>○ Must be able to cater food and beverage requirements to the number of persons required per event.</li> <li>○ Must be able to provide curated menu selections (from Filipino to continental dishes) to include appetizers/ hors d'oeuvres, soup, main entree, drinks, desserts, snacks, and coffee, tea, and wine as well. Preferably, a specially curated menu featuring Spanish and Philippine cuisine or fusion dishes that fit/blend with the theme of the event.</li> <li>○ Must provide an allocation for one round of beverages (water/ juice/ iced tea/ wine) during dinner</li> <li>○ Must be amenable to the decrease/increase of up to 10% of the minimum guarantee one week before the event</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Must be able to provide appropriate styling and linen for the banquet set up following the theme of the dinner.</li> <li>○ Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel; standby waiters for all VIP tables and a dedicated point person to attend to all arrangements</li> </ul> <p><b><u>CULTURAL SHOW DURING DINNER:</u></b></p> <ul style="list-style-type: none"> <li>○ The presentation should depict the best of the Philippine dances and fit for an international audience</li> <li>○ The presentation should be appropriate to the venue</li> <li>○ The entertainment company shall provide the costumes and props necessary for the performances</li> <li>○ The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music and exquisite dances.</li> <li>○ The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program.</li> <li>○ Supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed</li> <li>○ The supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show</li> </ul>	
4	<p><b>C.) Van and Coaster Rental</b></p> <p>Date / Time : 14 – 21 November 2022 (8 Days)</p> <p>Time : Whole Day</p> <p>Quantity : 1 Van 1 Coaster</p> <p>Destination : Manila</p> <p>*TPB to provide a detailed itinerary once finalized</p>	

	<ul style="list-style-type: none"> <li>○ Preferably the latest van and coaster model (from 2018 onwards), fully air-conditioned and well-maintained unit available.</li> <li>○ Provides professional and licensed driver with a good personality and good grooming in the package. In addition to this, drivers must always wear a face mask and should be fully vaccinated.</li> <li>○ Implements health and safety protocols in providing transportation services.</li> <li>○ Inclusive of driver's meals, fuel, overtime, applicable parking, toll fees, and other fees</li> <li>○ Must have a first-aid kit and bottled mineral water onboard</li> <li>○ Vehicles should be properly disinfected and sanitized regularly</li> <li>○ Must be willing to provide services on Send-Bill arrangement</li> <li>○ Holder of comprehensive insurance for passengers</li> </ul>	
5	<p><b>D.) Welcome Entertainment during the Site Inspection Trip of facilities</b></p> <p>Date &amp; Time : TBA</p> <p>Venue : One of the site inspection trip facilities (TBA)</p> <p>Theme : Festive ambiance to welcome the RI Inspection team</p> <ul style="list-style-type: none"> <li>○ A band or group playing festive and upbeat music through native musical instruments.</li> <li>○ The presentation should fit an international audience</li> <li>○ The presentation should be appropriate to the venue</li> <li>○ The entertainment company shall provide the costumes, instruments, and props necessary for the performances</li> <li>○ The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music.</li> <li>○ Supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, including land transportation, accommodation, meals, and other miscellaneous expenses, as needed</li> </ul>	

	<ul style="list-style-type: none"> <li>○ The supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show</li> </ul>	
6	<p><b>ELIGIBILITY REQUIREMENTS</b></p> <p>Must comply with the legal, technical, and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.</p>	
7	<p><b>I. SPECIAL / ADDITIONAL REQUIREMENTS</b></p> <p>A. The Tour Operator must be:</p> <ul style="list-style-type: none"> <li>○ A DOT-accredited establishment</li> <li>○ Duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)</li> <li>○ Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of submission of bids</li> <li>○ At least three (3) years of experience and expertise in inbound (domestic) travel</li> <li>○ Tourism establishments, tour guides, and tourist transport companies to be used for the tours should be DOT-accredited</li> <li>○ Willing to provide services on a “send-bill” arrangement.</li> </ul>	
8	<p>B. The tour Guide must be:</p> <ul style="list-style-type: none"> <li>○ Duly licensed and/or accredited by DOT and preferably from a known/reputable organization that provides tour guide</li> <li>○ He or she must have handled at least one foreign tour group or foreign diplomatic/ dignitaries’ group</li> <li>○ He or she must have handled incentive travel groups composed of different nationalities</li> <li>○ He or she must not have been convicted nor found guilty of a crime or administrative offense</li> <li>○ He or she must be fluent and conversant in English</li> <li>○ He or she must be well-versed in Philippine history, culture, tradition, art as well as current events</li> <li>○ He or she must have an engaging personality, injecting wholesome fun and humor into the group</li> <li>○ He or she must be patient and friendly even in the company of difficult or demanding guests</li> </ul>	

9	<b>APPROVED BUDGET</b> SIX HUNDRED THOUSAND PESOS (PHP 600,000.00) inclusive of all applicable taxes	
10	<b>PAYMENT TERMS</b> Send bill to the Tourism Promotions Board. Final payment in 30 days upon receipt of invoice, billing, and/or other pertinent documents <ul style="list-style-type: none"> <li>Statement of Account / Billing Statement addressed to:  MARIA MARGARITA MONTEMAYOR NOGRALES  Chief Operating Officer, Tourism Promotions Board  4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</li> </ul>	
11	<b>II. CONTACT PERSONS</b> For particulars, please contact the following MICE Project Officers: <ol style="list-style-type: none"> <li>Mr. Milo S. Oropeza  Project Development Officer IV, MICE Department  milo_oropeza@tpb.gov.ph</li> <li>Ms. Jelline Jazel Cruz  Project Development Officer II, MICE Department  jelline_cruz@tpb.gov.ph</li> </ol>	

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

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date