

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE FAMILIARIZATION TOUR WITH THE JAPANESE TRAVEL AGENTS FOR HEALTH AND WELLNESS

NO.	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
	MANILA, TAGAYTAY, AND BATANGAS 10–14 November 2022 (<i>indicative dates</i>)	
1.	<u>Number of participants</u> : 10 pax (inclusive of six (6) guests, one (1) Cebu Pacific representative, one (1) DOT Tokyo staff, one (1) photographer, and one (1) TPB officer)	
2.	AIR TICKETS TAXES AND SURCHARGES Taxes and surcharges for the international air tickets of participants @ PhP 18,000/pax x 8 pax (international delegates only)	
3.	TRANSPORTATION Land transportation with driver for the whole duration of the trip inclusive of the following requirements: Type of Transportation (in Manila, Tagaytay, and Batangas):	
4.	One (1) coaster with vehicle year model at least 2018 or newer;	
5.	One (1) additional van for luggage with vehicle year model at least 2018 or newer (inclusive of driver and gas)	
6.	<i>Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.</i>	
7.	<i>Vehicle year model must be at least 2018 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</i>	
8.	<i>Must be equipped</i> <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and CCTVs (for buses and coasters) - With universal van sliding windows and safety belts for all seats - GPS or Waze and charge units for phones 	
9.	<i>Maximum use 15 hours per day inclusive of overtime and driver's fee</i>	
10.	<i>Necessary expenses to cover all expenses including driver's fee, as well as his food, RT-PCR/border antigen tests, PPEs, and other miscellaneous costs, all maintenance costs, gasoline, lubricant, other consumable costs, and other related expenses, will be covered by the tour operator, payment of toll fees and parking fees.</i>	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

11.	<i>Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests</i>	
12.	Comprehensive travel insurance for 10 pax (guests, TPB, and DOT representatives) with Php 1 Million medical coverage for COVID-19	
13.	Room Accommodation Provision of 10 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast	
14.	<i>Manila leg:</i> Check-in dates: 10-11 November 2022 Room nights: 1 night Preferred hotel: Shangri-La at the Fort Check-in dates: 13-14 November 2022 Room nights: 1 night Preferred hotel: Hotel Okura	
15.	<i>Tagaytay leg:</i> Check-in dates: 11-12 November 2022 Room nights: 1 night Preferred hotel: Nurture Wellness Village	
16.	<i>Batangas leg:</i> Check-in dates: 12-13 November 2022 Room nights: 1 night Preferred hotel: The Farm at San Benito	
17.	Meals and beverages for the whole duration of the trip for 10 pax: Lunch and dinner throughout the duration of the trip with one round of drinks (choice of bottled water, juice or softdrinks, and one can or bottle of beer)	
18.	a. Four (4) Lunch with at least Php 52,000.00 (Php 1,300/pax/meal) b. Three (3) Dinner with at least Php 45,000.00 (Php 1,500/pax/meal)	
19.	<i>Notes:</i> <ul style="list-style-type: none"> • Please provide a breakdown per person per meal per day. • Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's proposal. • If plated meal, there should be at least 3 viands 	
20.	Interactive/experiential tours and wellness activities preferred for 10 pax (see attached itinerary)	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols set by the IATF and the local government unit (overseeing the destination)	
21.	Incentivized tour kit/travel necessities per pax – surgical masks (at least 2 per day), tissue, disinfectant wipes, hand sanitizer/alcohol (at least 70% alcohol solution), mints, mosquito repellent, towel, sunscreen, and reusable tumbler (at least 24 oz.)	
22.	Banners (for group picture) and appropriate signage , design/specs subject to TPB's approval	
23.	Provision of 1 photographer to cover the tour and to provide a consolidated output of photos stored in a USB drive and via Google drive to be submitted to the TPB representative on the last day of the tour (subject to the approval of the TPB Project Officer)	
24.	Provision of 1 tour coordinator with at least three (3) years of experience to coordinate with the TPB Project Officer on all other matters required for the smooth implementation of the tour.	
25.	<i>Notes:</i> <ul style="list-style-type: none"> • Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal. 	
26.	Licensed DOT-accredited Japanese-speaking Tour Guide familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. Must have handled at least (1) foreign tour group.	
27.	One (1) Japanese-speaking tour guide based in Manila	
28.	<i>Note: All assigned personnel of the service provider should have a negative RT-PCR Test c/o of supplier/bidder (tour coordinator, tour guide, photographer, and driver)</i>	
29.	Pre-Departure RT-PCR (COVID-19 test) for 8 pax as may be required by the country of origin	
30.	Pre-check in antigen test in The Farm at San Benito for 10 pax	
31.	Provision for on-site related expenses amounting to at least PHP 19,000.00 (e.g., sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, toll fees, parking fees, porter fees, communication expenses, gasoline, water expenses, etc.)	
32.	First Aid Kit on board the tour vehicle/s with basic medicines (antacid for upset stomach, headache, an antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	
33.	Assistance in preparing/securing entry documents, as necessary.	
34.	Willingness to respond to immediate/unforeseen changes in specifications. Provide an alternative itinerary, in case of rain, risk of a	

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.	
35.	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.	
36.	<i>Tour activities and/or schedules/dates may still be changed</i> based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.	
37.	Neither party shall be held liable to the other party for any failure to perform any obligation due to a fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural, or man-made eventuality.	

SIGNATURE OVER PRINTED NAME / DATE