

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**SERVICES OF A TOUR OPERATOR FOR THE MARKETING PARTNERSHIP WITH
FILIPINO-AMERICAN ORGANIZATIONS, TRAVEL PROMOTERS, AND
ESTABLISHMENTS**

Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement against each of the Individual parameters of each Specification

Item	Specifications	Bidder’s Statement of Compliance
A.	<p>Indicative Date: 02-21 December 2022 Location/Venue: Metro Manila & Environs Total Participants: Four (4) participants</p> <ul style="list-style-type: none"> ▪ Three (3) US-based Chefs; and ▪ One (1) TPB Representative 	
B.	<p>Transportation: Whole duration of the trip (inclusive of gas, parking fees, toll fees, meals, and overtime fees)</p> <ol style="list-style-type: none"> 1. At least one (1) air-conditioned and well-sanitized 12-seater van (2018 model or newer) with a driver; 2. Other Inclusions <ul style="list-style-type: none"> ▪ Inclusive of point-to-point shuttle service for TPB staff <p>Destination: Airport to Hotel (TBA) and vice versa; Venues and tourism destinations as well as activities indicated in the tour itinerary</p> <p>Remarks:</p> <ul style="list-style-type: none"> ▪ All drivers must be fully-vaccinated ▪ Clean, well-sanitized, comfortable, and tourist-friendly vehicle ▪ Uniformed, presentable and trained drivers 	
C.	<p>Accommodation: Deluxe Room Accommodation at a DOT-accredited hotel with breakfast</p> <p>A. Two (2) Double Occupancy:</p> <ul style="list-style-type: none"> ▪ Manila – 19 nights stay ▪ Dates: 2 – 21 December 2022 <p><i>Preferred hotels:</i></p> <ul style="list-style-type: none"> • <i>The Peninsula Manila</i> • <i>New World Makati Hotel</i> • <i>Fairmont Hotels and Resorts</i> 	

	<p>* Provision for early check-in and late checkout based on the itinerary. Preferably with welcome amenities in the room upon check-in.</p> <p>Remarks: The property must observe IATF health and safety protocols for COVID-19 prevention.</p>	
D.	<p>Tours: Interactive/ experiential tours and activities <i>(please see the attached itinerary)</i></p> <p>Other requirements: Provide an alternative itinerary or activity, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events, subject to the approval of the TPB;</p> <p>Remarks: Tour activities and dates are subject to change based on recommendations of the TPB, DOT Foreign, Regional Offices, and IATF orders on local travel restrictions.</p>	
E.	<p>Tour Coordinator/ Tour Guide: Provision of at least one (1) tour coordinator/ tour guide to accompany the group for the duration of the trip.</p> <p>Note: Tour Coordinator shall work in close coordination with the TPB Project Officer/Chef Alvin on all other matters required for the smooth implementation of the tour.</p> <p>Remarks: The tour coordinator/ tour guide must be fully-vaccinated and DOT-accredited.</p>	
F.	<p>Other Expenses/ Miscellaneous Fees: Provision for on-site related expenses amounting to at least PhP10,000.00.</p>	
G.	<p>Others:</p> <ol style="list-style-type: none"> 1. Assistance in preparing/securing entry documents and permit to shoot as may be necessary. 2. Willingness to respond to immediate/unforeseen changes in specifications. 3. TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost per passenger. 4. Tour personnel assigned to the trip must submit a NEGATIVE ANTIGEN TEST taken within 24 hours prior to the date of the tour. 5. Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011 and the IATF Safety Guidelines and Protocols. 	

H.	Bidders should submit Proposal/Quotation including detailed itineraries.	
I.	Bidders should submit itemized costs of the essential tour components, such as transportation service requirements (transfers, van hire, terminal fees, and other applicable fees, charges, and taxes).	
J.	Must be Filipino-owned, operated, and legally registered tour services company under Philippine laws	
K.	Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal).	
L.	Must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing logistical requirements, tour operator services such as small-medium-large scale tours, events, and the likes.	
M.	Must have a professional track record in handling international groups in the last five (5) years and handled at least five (5) similar projects, preferably handling US markets/groups; and	
N.	Must have expertise in organizing and coordinating travel arrangements, specifically within NCR.	
O.	<p>Approved Budget for the Contract (ABC): The approved budget is SIX HUNDRED THIRTY THOUSAND FIVE HUNDRED NINETY-FOUR PESOS AND 96/100 (PHP630,594.96) inclusive of service charges and all applicable taxes.</p> <p>The cost of items in the bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at the time and place specified in the request for quotation (RFQ).</p>	
P.	<p>Terms of Payment:</p> <ol style="list-style-type: none"> 1. Willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. 2. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing 	

	<p>statements accompanied by supporting documents by the supplier.</p> <p>3. Payment must be made following the prevailing accounting and auditing rules and regulations.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services and deliverables.</p> <p style="text-align: center;">CHRISTIE N. NAVARRO Acting Head, The Americas Division International Promotions Department 4F Legaspi Towers 300, Roxas Blvd., Manila 1004</p>	
Q.	The supplier must have a Landbank account. Payment will be made through an LBP bank deposit. If the supplier does not have a Landbank account, the supplier will shoulder bank charges.	
R.	Contract Duration: The contract duration is from 25 November to 28 December 2022.	
<p>Contact Information:</p> <p>Name : MS. CHRISTIE N. NAVARRO (Acting Head, The Americas Division) Contact No. : (02) 8525 9318 to 27 loc. 232 E-mail Address: christie_navarro@tpb.gov.ph</p> <p>Name : MS. JANE MARIELLE R. FRANCISCO (Project Officer) Contact No. : (02) 8525 9318 to 27 loc. 234 E-mail Address: jane_francisco@tpb.gov.ph</p>		

I hereby certify to Comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

Date