

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE IMPLEMENTATION OF THE CORPORATE SOCIAL RESPONSIBILITY (CSR) PROGRAM-2nd LEG: NATIVE TREE TREK IN LA MESA ECOPARK AND ENVIRONMENTAL SUPPORT TO THE SOUTHERN SIERRA MADRE MOUNTAINS, TANAY RIZAL

NO.	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1.	<p>24-25 NOVEMBER 2022 (2D/1N) *indicative dates only*</p> <p>Number of participants: 45 pax (inclusive of TPB and NGO personnels/volunteers)</p>	
2.	<p>LAND TRANSPORTATION</p> <ul style="list-style-type: none"> a. Whole 2-day rental of one (1) unit of bus with driver b. 2018 model or not more than 5-year old. c. Adequate to transport 45-49 persons d. Inclusive of fuel, toll, parking fees, overtime fees, and other related expenses e. Inclusive of driver accommodation, meals and other expenses f. Must be equipped with a fire extinguisher, provision for cooler for H2O/drinks, umbrellas g. Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements h. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.). i. Itinerary: Day 1: TPB Office- La Mesa Eco Park and Tanay Rizal-Hotel Day 2: Hotel-Tanay, Rizal-Hotel-TPB Office 	
3.	<p>HOTEL ACCOMODATION</p> <ul style="list-style-type: none"> a. Twenty (20) Superior Twin Room or its equivalent, Twin-Sharing (separate beds, if possible) <p>Check-in: 24 November 2022</p> <p>Check-out: 25 November 2022</p> <ul style="list-style-type: none"> b. Preferably located within the 10 km. radius of Brgy.San Andres/Planting Site c. Able to allow late check in on 24 November and late check-out on 25 November 2022. d. Inclusive of packed breakfast to be distributed as early as 4AM on 25 November 2022. e. Provision of hot and cold shower f. Complimentary Wi-Fi access per room g. Complimentary drinking water, replenished daily h. Complimentary Health Care Kits (alcohol, facemasks, etc.) i. In-room safe 	

4.	<p>MEALS</p> <p>a. Tour Operator to arrange the following meals:</p> <p>Day 1 (24 November 2022):</p> <p>-AM Snacks with beverage for 40 pax (payment c/o TPB) Budget: PHP300.00/pax</p> <p>-Lunch (should be nearby the nursery site in Tanay Rizal. Payment c/o Tour Op.) Budget: PHP1,000/pax</p> <p>-PM Snacks with beverage for 45 pax (payment c/o TPB) Budget: PHP300.00/pax</p> <p>-Dinner at the Hotel/Other Restaurant (Payment c/o Tour Op) Budget: PHP1,200/pax</p> <p>Day 2 (25 November 2022):</p> <p>-Packed heavy breakfast with beverage for 40 pax to be distributed as early as 4AM.</p> <p>-AM Snack with beverage for 45 pax (Payment c/o TPB) Budget: PHP300.00/pax</p> <p>-Late Lunch at Hotel or other restaurants (Payment c/o Tour Op) Budget: PHP1,000/pax</p> <p>-PM Snacks with beverage for 45 pax (payment c/o TPB) Budget: PHP300.00/pax</p> <p>b. Meals c/o TPB will be paid via cash and must always be supported by official receipts with the following details:</p> <p>Name: Tourism Promotions Board Address: 4th Floor, Legaspi Towers 300, Roxas Boulevard, Manila TIN No.: 000-803-542-000</p> <p>d. Meals c/o Tour Op should already be included in the bill from Tour Op</p> <p>e. Preferably buffet lunch and dinner</p> <p>f. Menu should always have chicken, fish and vegetables dishes</p> <p>g. Location for lunch and dinner should be near the project sites or hotel</p> <p>h. Meal choices to be approved by TPB prior to the implementation of project</p>	
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5.	COVID-19 ANTIGEN TEST KIT a. Provision of 2 boxes of Covid-19 Antigen test kits for 40 pax by 23 November 2022	
6.	TOUR COORDINATOR/TOUR GUIDE a. Provision of two (2) tour coordinator/tour guide b. Close coordination with Hotels and Restaurant and partnered NGO foundation. c. To ensure special requests such as late check-in and check-out and packed breakfast, etc. are arranged with hotel/restaurant d. To ensure restaurant reservations (if needed) e. To ensure AM and PM Snacks are prepared and distributed on-time as per the itinerary f. To recommend hotels/restaurants g. To ensure that itinerary is followed and on-time h. Preferably based and/or familiar with Tanay, Rizal i. Tour coordinator with at least three (3) years of experience	
7.	VIDEO COVERAGE a. Provision of 1 professional videographer to cover the 2-day activity with the following output: b. 1-2 minutes event highlight video (short version for pre-events) c. Submission of raw videos and photos d. Provision of a consolidated output stored in a USB Drive to TPB after the project and one (1) external hard drive(outputs are subject for approval of TPB)	
8.	TRAVEL INSURANCE a. Travel insurance with COVID-19 coverage of all the TPB participants (40 pax)	
9.	OTHER REQUIREMENTS Provision of the ff: a. At least three (3) 5-Gallon Mineral/Purified water refill for drinking must be on stand-by for the whole duration of the activity b. 2 sets of planting gloves, disposable raincoat, wet tissue, isopropyl alcohol spray, face masks for 40 pax c. All assigned personnel of the service provider should have a Covid-19 Antigen Test (COVID-19) within 24 hours before the tour with COVID-19 booster c/o of bidder (tour coordinator, tour guide, photographers, videographer, and driver)	-

SIGNATURE OVER PRINTED NAME / DATE