

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**SERVICES OF A TOUR OPERATOR FOR THE TPB/DOT OSAKA- WEST JAPAN AGENTS
FAMILIARIZATION TOUR**

NO.	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1.	<p>The trip will be participated by 6 travel agents, 1 DOT Osaka staff, and 1 TPB Project Officer.</p> <p>Indicative Project Implementation date: 12-16 May 2023 Manila and Cebu</p>	
2.	<p>International Air Tickets Taxes and Surcharges @ PHP 40,000.00/pax 6 Japanese travel agents and 1 DOT Osaka staff (7 pax) Duration: 12-16 May 2023 Osaka-Manila-Osaka 12 May: KIX-MNL 16 May: MNL-KIX</p>	
3.	<p>Travel Insurance - Comprehensive Travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax (8 pax)</p>	
4.	<p>Domestic Air Tickets @ PHP 10,000/pax Manila-Cebu-Manila (8 pax) 6 Japanese travel agents, 1 DOT Osaka staff, and 1 TPB Project Officer (8 pax) Note: airline tickets should be refundable if the passenger is unable to travel due to COVID19 Disease with confirmed positive RT-PCR tests, upon due advice to the ticket issuer prior to departure</p>	
5.	<p>Accommodation</p> <p>a. Hotels used for the tours should be DOT-accredited b. Deluxe / 4 to 5-star category with upscale facilities c. Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary) d. Provision of 8 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast</p> <p>1. Manila Check-in dates: 12-13 May 2023 Room nights: 1 night Preferred hotel: Hotel Okura</p> <p>Check-in dates: 15-16 May 2023 Room nights: 1 night Preferred hotel: Okada Manila</p> <p>2. Cebu Check-in dates: 13-15 May 2023 Room nights: 2 nights Preferred hotel: Shangri-La Mactan</p>	

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6.	<p>Transportation Land transportation with driver for the whole duration of the trip inclusive of the following requirements: <u>Type of Transportation (in Manila and Cebu):</u> 1. One (1) coaster with vehicle year model at least 2018 or newer; 2. One (1) additional van for luggage (inclusive of driver and gas)</p>	
7.	Comply with IATF protocols/guidelines on safety, capacity, and coverage; daily disinfection of vehicle; Ensure clean and tidy vehicles at all times.	
8.	Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.	
9.	<p>Must be equipped</p> <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 	
10.	Maximum use 15 hours per day inclusive of overtime and driver's fee	
11.	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.	
12.	Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests	
13.	<p>Tour Activities A. Interactive/experiential tours and wellness activities preferred for 8 pax (see attached itinerary) 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)</p>	
14.	B. 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.)	
15.	C. Two banners (for group picture) and appropriate signage, design/specs subject to TPB's approval	
16.	Meals and beverages for the whole duration of the trip for 8 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)	
17.	<p>a. Lunch: Php 1,500/pax/day x 8 pax x 5 days b. Dinner: Php 1,500/pax/day x 8 pax x 5 days</p>	

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	<p>Notes:</p> <ul style="list-style-type: none"> • 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 	
18.	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)	
19.	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.	
20.	Note: Please submit a Curriculum Vitae of the tour coordinator together with the bid proposal.	
21.	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.	
22.	One (1) Japanese-speaking tour guide based in Manila	
23.	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)	
24.	Miscellaneous Expenses worth PhP27,500.00 (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.)	
25.	Other requirements - Provision of travel kits for all the participants	
26.	<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>	
27.	Assistance in preparing/securing entry documents, as necessary.	
28.	Willingness to respond to immediate/unforeseen changes in specifications. Provide an alternative itinerary, in case of rain, risk of a typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB.	
29.	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.	

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30.	Tour activities and/or schedules/dates may still be changed based on recommendations of the DOT Regional Office and IATF orders on local travel restrictions.	
31.	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.	
32.	Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB based on the actual cost per pax.	
33.	Must be willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred.	
34.	Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.	
35.	Full payment will be on the send-bill arrangement 30 days upon receipt of SOA/billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.	
36.	The supplier will be paid once the travel is completed. The supplier 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.	
37.	One-time engagement and shall commence upon receipt of the Notice to Proceed (NTP).	

SIGNATURE OVER PRINTED NAME / DATE