

## TECHNICAL SPECIFICATIONS

### SERVICES OF A TOUR OPERATOR TPB'S PARTICIPATION TO 30<sup>TH</sup> TRAVELTOUR EXPO (TTE) SMX CONVENTION CENTER MANILA

02-06 February 2023 (inclusive of ingress and egress)

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#### I. BACKGROUND

The TTE was initially held in 1994 to enable its members to offer discounted domestic and international travel deals along with other tourism-related products and merchandise.

The annual flagship event of PTAA to showcase the products and services of its members. The show has evolved into a much-awaited annual industry event covering practically all segments of the travel business, making it the biggest event for the travel and tourism industry in the Philippines.

With the theme "A Better and Stronger Future of Travel", the TTE 2023 is targeting around 400 exhibitors with an expected foot traffic for the 3-day event will be 80,000.

The Tourism Promotions Board (TPB) Philippines is the co-presentor of the 30<sup>th</sup> Travel Tour Expo (TTE) and will have a 135 sqm. Philippine Pavillion to establish the Philippines and its featured destinations as a top-of-the-mind go-to places.

Further, the TPB will require the services of a tour operator service provider for the logistical requirements of the TPB personnel. Prospective bidders may offer to bid given that the proposal does not exceed the provided Approved Budget for the Contract (ABC).

#### II. OBJECTIVES

The 3-day trade fair aims to:

1. be a prominent event for the local and international tourism industry in the Philippines;
2. bring together destinations, tourist attractions as well as organizations and business trade relations in the field of hotels, airlines, cruise and other means of travel around the world;
3. help the public how to practice safe travel under the new normal; and
4. tap families and vibrant youth-driven market with its experiential exhibits, affordable tour packages, and novel destinations to fill bucket lists and fulfill travel goals

### III. SCOPE OF WORK/SERVICES

#### A. Accommodation

- Provide hotel accommodation (***triple sharing***) inclusive of ***daily breakfast*** on the following dates:

Dates	Hotel must be located	Number of Rooms	
		Triple	Single
02 February 2023	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>	3	1
03 February 2023		3	1
04 February 2023		3	1
05 February 2023		3	1
06 February 2023		Check-out	
<b>Sub-total Room Nights</b>		12	4
<b>Total Room Nights</b>		16	

- Dates are subject to change
- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

#### B. Land Transportation

Date	Route	Number of Units
02 February 2023	TPB office – SMX and vice versa; within Metro Manila, as necessary  <i>*Includes residential pick up and drop off of TPB personnel within Metro Manila</i>	1
03 February 2023		
04 February 2023		
05 February 2023		
06 February 2023		

- Dates are subject to change
- Van unit year model must be at least 2016 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in

transit, the tour operator must find a replacement within one-hour.  
Minimum engine displacement at least 2.5 to 3.5L

- Maximum use of 18 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Itinerary to be sent (subject to change without prior notice)

### C. Catering Services

- Provide Catering Services for **40 persons** (lunch, AM snacks & PM snacks) during the opening of the event (**03 February 2023**)
- **For lunch:** to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent bento box
- **For snacks:** to include at least three (3) types of canapés or one (1) savory snack with beverage (soft drinks/juice) each for AM and PM snacks
- Free flowing coffee, tea, and water (hot and cold) throughout the opening day
- Complete dining set-up
- Able to provide microwave, table and chairs with linen cover
- Uniformed staff
- Should be SMX accredited caterer
- Meals to be selected and approved by the TPB

### D. Photo and Video Coverage

- Program photo and video coverage for three (3) days:
  - 03 February 2023 – 9AM– 4PM
  - 04 February 2023 – 2PM– 7PM
  - 05 February 2023 – 2PM– 7PM*\*Schedule of service may change without prior notice*

With the following output:

- ✓ 100 color-enhanced photos per day
- ✓ 2-3 minutes event highlight video and 1-minute shortened version
- ✓ Submission of raw videos and photos; Must be submitted in a hard drive

- Photographer/videographer should be based in Metro Manila
- Team should be composed of 2 photographer, 2 videographer/editor. Must have serviced corporate photo/video coverage in the past 3 years.

### **III. PROJECT IMPLEMENTATION SCHEDULE**

The project shall commence from 02 to 06 February 2023 (indicative dates). The event/activity date is subject to change due to the uncertain situations and community restrictions brought about by the COVIC-19 pandemic.

### **IV. ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS**

- Must be legally registered tour operator or travel agency under Philippine laws for 5 years. Required to submit proof of registration either from SEC, DTI or CDA;
- Must have previously completed a minimum of 3 projects for the past 3 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2018 – 2021;
- Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;

### **IV. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is **Three Hundred Fifty-Four Thousand Pesos Only (₱354,000.00)** inclusive of applicable taxes and fees.

### **V. TERMS OF PAYMENT**

Payment will be on send-bill arrangement. Full payment in 30 days upon receipt of SOA/billing and completion of the requirements stipulated in the technical specifications and 30 days upon the receipt of SOA/Billing. Direct bank/payment remittance shall be subject to nominal bank charges deductible from the remittance.

### **VI. CONTRACT DURATION**

One-time engagement between the TPB and winning supplier shall commence from the acceptance of the Notice to Proceed (NTP).

### **VII. PROJECT OFFICER'S CONTACT INFORMATION**

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