

**TOURISM PROMOTIONS BOARD  
REGULAR BOARD OF DIRECTORS' MEETING  
FEBRUARY 2023**

**TERMS OF REFERENCE  
Services of a Tour Operator**

**I. BACKGROUND**

Section 51 of Republic Act No. 9593 (RA 9593), otherwise known as "*The Tourism Act of 2009*," and Section 41(a) of its Implementing Rules and Regulations (IRR), provides that the Tourism Board shall meet at least once a month at the principal office of the Tourism Promotions Board (TPB), unless the Tourism Board previously agrees in writing to meet at another location.

Further, in compliance with the principle of good governance and pursuant to pertinent rules and regulations of the Governance Commission for GOCCs (GCG), TPB ensures the regular conduct of Board meetings to enable the Members to promulgate policies, approve programs and prescribe rules and regulations necessary to implement the intents and purposes of the Corporation; to authorize contracts or agreements as may be necessary for the proper, efficient and stable administration of TPB; and to deliberate on matters which require action and decision from the Board.

Section 50(d) of RA 9593 states that the Tourism Board is mandated to promote the Philippines as a center for international meetings, incentives, conventions, exhibitions, sports, medical tourism, and other special events.

As part of its mandate to promote the Philippines as one of the top destinations for Meetings, Incentive Travel, Conventions and Exhibitions (MICE), the TPB is organizing the Philippine MICE Conference (MICECON) on 01-03 March 2023 at the SMX Convention Center, Lanang, Davao City.

MICECON is the largest gathering of MICE professionals in the Philippines. It consolidates and strengthens all sectors involved in the MICE industry by providing an ideal platform for a comprehensive educational program and trade opportunity for Philippine MICE and tourism practitioners. Moreover, it showcases new developments, establishments and products in the Host Destination and further upgrade capabilities of Host Destination in targeting and handling the MICE Market.

Davao City was awarded as the next Host City of MICECON 2022 after a thorough evaluation by the Philippine MICE Customer Advisory Council and selected Department of Tourism (DOT) and TPB officials in 2019 of the bids to host the MICECON 2022.

**The Tourism Board will conduct the next Regular Board on 28 February 2023 and attend the MICECON 2022 activities on 1&2 March 2023 in Davao City.**

## II. SCOPE OF SERVICES/DELIVERABLES

ACTIVITY	PARTICULARS	APPROVED BUDGET OF CONTRACT	STATEMENT OF COMPLIANCE
<b>A. MICECON 2022 ACTIVITIES</b> <b>1-2 March 2023</b>	<ol style="list-style-type: none"> <li>1. Comprehensive Travel Insurance for 22 pax <ul style="list-style-type: none"> <li>• With COVID-19 insurance for the whole duration of the tour</li> </ul> </li>   <li>2. RT-PCR COVID-19 Swab Testing for 22 pax <ul style="list-style-type: none"> <li>• Before departure in Manila</li> <li>• Upon arrival in Manila</li> </ul> </li>   <li>3. Room Accommodation <ul style="list-style-type: none"> <li>• 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Dusit Thani Hotel)</li> <li>• With daily breakfast</li> <li>• For 15 Board Members (may vary, depending on the availability of the ex-officio and members and their alternates) and 2 TPB executives: <ul style="list-style-type: none"> <li>- 3 days 2 nights</li> <li>- Single occupancy</li> </ul> </li> <li>• For 5 TPB personnel: <ul style="list-style-type: none"> <li>- 4 days 3 nights</li> <li>- 3 Double occupancy</li> <li>- Hotel lunch and dinner for the first day, not exceeding 1,500 per day / pax</li> </ul> </li> </ul> </li> </ol>	<b>PHP800,000.00</b>	

	<ul style="list-style-type: none"> <li>• Must observe IATF health and safety protocols on COVID-19 prevention</li> </ul> <p>4. Transportation for the whole duration of the trip, including airport transfers</p> <ul style="list-style-type: none"> <li>• Three (3) 12-seater vans (2017 model or newer) with driver (inclusive of gas and parking fees) and storage for luggage and equipment; well sanitized vehicle</li> <li>• Service from residence/location of Board Members to Ninoy Aquino International Airport and vice versa, subject to the Board Members' availability</li> <li>• Service from TPB Office to Ninoy Aquino International Airport and vice versa</li> <li>• Service from Davao International Airport to hotel (TBA) and vice versa</li> <li>• Service MICECON 2022 activities</li> <li>• Service to venues of the designed lunch, dinner, and other social functions/activities <i>(please see attached tentative itinerary)</i></li> <li>• All land transfer at destination as may be required</li> </ul>		
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	<p>5. Incentivized travel necessities per pax</p> <ul style="list-style-type: none"> <li>• Surgical masks (at least 1 per day), tissue, disinfectant wipes, face shield, hand sanitizer/ alcohol (at least 70% alcohol solution), mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.)</li> </ul> <p>6. First aid kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p> <p>7. On-site miscellaneous/related expenses as the need arises</p>		
<p><b>B. BOARD MEETING</b>  <b>28 February 2023</b></p>	<p>1. Function Room/Venue  Provision of the following facilities/services:</p> <ul style="list-style-type: none"> <li>• Banquet or ballroom with capacity for <b>22</b> pax</li> <li>• Capacity for hybrid meeting set-up (such as but not limited to audio-visual presentation set-up, high-speed internet connection with at least 100mbps)</li> <li>• One (1) U-Shape Table Setup for <b>15</b> Board Members (may vary, depending on the availability of the ex-officio members)</li> </ul>		

	<p>and their alternates) and 1 Acting Corporate Secretary</p> <ul style="list-style-type: none"> <li>• Separate Table for 2 TPB Executives</li> <li>• Long table for <b>four</b> <b>(4)</b> Secretariat members</li> <li>• Function room to be used from <b>10:30AM</b> <b>until 4:00PM;</b></li> <li>• Fully functional light and sound system with on hand technician for the duration of the function room usage</li> <li>• Electric outlets/ extension cords per table</li> <li>• Wireless conference microphone at the U- shaped table per Board Member and Acting Corporate Secretary</li> <li>• 1 Printer, 1 LCD Projector and Screen (rental included in the package)</li> <li>• Signage stands for the meeting room and other directional signage</li> <li>• Telephone unit with outside line for local calls</li> <li>• Pens/pencils and pads at tables</li> <li>• Replenishable mint, nuts, candies, or chips per table</li> </ul> <p>2. Food and Beverage</p> <ul style="list-style-type: none"> <li>• Managed lunch buffet inclusive of one round of soda,</li> </ul>		
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	<p>tea, or fruit juice (minimum of 4 kinds of main entrees excluding vegetables in the count)</p> <ul style="list-style-type: none"> <li>• Afternoon snack inclusive of one round of soda, tea or fruit juice (Preferred: Sandwiches and/or Pasta)</li> <li>• Option for early or packed lunch and/or snacks</li> <li>• Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified</li> <li>• Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going</li> <li>• Food served shall be fresh, hot and ready at least 30 minutes before each meal</li> <li>• Minimum guarantee of 22 pax</li> </ul> <p>3. Arrangement Set-Up (In Session)</p> <ul style="list-style-type: none"> <li>• All tables, chairs, dinnerware and glassware necessary for the event</li> <li>• Designation of a banquet coordinator</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Waitstaff/service personnel clad in clean uniforms</li> <li>• Stand-by dedicated waitstaff while the Board Meeting is being conducted</li> <li>• One (1) dedicated waitstaff/service personnel for identified VIPs</li> </ul>		
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*\*Bidder must state either "Comply" or "Not Comply" against each of the individual parameters of each particular*

### III. SPECIAL/ADDITIONAL REQUIREMENTS

1. Must be accredited with DOT and preferably a registered TPB member (including those with ongoing applications). TPB to consider if supplier's DOT accreditation is still subject for renewal.
2. Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel.
3. Must have handled at least three (3) similar projects.
4. Must provide TPB with the negative results of RT-PCR COVID-19 negative results of all service personnel such as but not limited to tour guides, tour coordinators, and drivers, before and after the project.
5. Willing to provide services on "send-bill" arrangement.
6. Tour requirements and arrangements may be changed subject to schedule constraints and/or IATF guidelines during the implementation proper. Any changes applied must not exceed the Approved Budget of Contract (ABC).

### IV. OTHER CONCERNS

1. Actual number of pax is subject to confirmation one (1) week before the event, provided that there shall be an equitable adjustment in the contract price for the increase/decrease of pax relative to the estimated 22 pax.
2. Provide cost per head in case of increase/decrease of pax in relation to the estimated 22 pax
3. Service shuttle shall be flexible and subject to the Board Members' availability and location in the Philippines
4. Any other arrangements that may be mutually agreed upon by TPB and the supplier.

#### **IV. INVITATION TO SUPPLIERS**

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for the tour activities. The proposals shall include the transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, and other applicable fees, charges and taxes), accommodation with breakfast, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.

The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted from the total bid price and not from the ABC. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

#### **V. APPROVED BUDGET OF CONTRACT**

The approved budget of contract is **EIGHT HUNDRED THOUSAND PESOS ONLY (PHP 800,000.00)** inclusive of service charge and all applicable taxes. 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.

#### **VI. TERMS OF PAYMENT**

1. Either has an existing credit line with TPB or would allow send-bill arrangement.
2. Through an existing credit line with TPB or send bill arrangement. Billing arrangement must be based on actual number of participants and costs incurred.
3. Preferably has a Landbank account. Payment will be made through LBP bank deposit.
4. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

#### **VII. LEGAL ELIGIBILITY**

1. Must be Filipino-owned and operated, and registered under Philippine laws
2. Must submit the following requirements:
  - a. Mayor's/Business Permit
  - b. Philippine Government Electronic Procurement System (PHILGEPS) Registration Number
  - c. Income/Business Tax Return
  - d. Omnibus Sworn Statement



## **VIII. FORCE MAJEURE**

If and to the extent that a Party's performance of any of its obligations pursuant to this Terms of Reference is prevented, hindered or delayed directly or indirectly by fire, flood, earthquake, elements of nature or acts of God, acts of war, terrorism, riots, civil disorders, rebellions or revolutions, or any other similar cause beyond the reasonable control of such Party (each a "Force Majeure Event"), and such non-performance, hindrance or delay could not have been prevented by reasonable precautions, then the non-performing, hindered or delayed Party shall be excused for such non-performance, hindrance or delay, as applicable, of those obligations affected (the "Affected Services") by the Force Majeure Event for as long as the Force Majeure Event continues and, except as otherwise provided in this Section, such Party continues to use its commercially reasonable efforts to recommence performance whenever and to whatever extent possible without delay, including through the use of alternate sources, workaround plans or other means. The Party whose performance is prevented, hindered or delayed by a Force Majeure Event shall promptly notify the other Party in writing of the occurrence of the Force Majeure Event and describe in reasonable detail the nature of the Force Majeure Event.

The Impacted Party shall give a written notice within 5 days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of 5 days following Notice given by it, the other party may thereafter terminate the contract agreement specific to this Terms of Reference upon written notice.

Further, TPB and the Service Provider hereby acknowledge that while current events related to the Covid-19 pandemic are known, future impacts of the outbreak are unforeseeable and shall be considered a Force Majeure event to the extent that they prevent the performance of a Party's obligations under this Terms of Reference.

## **IX. CONTACT PERSONS**

**ATTY. JEMIMAH NISSI M. TIAMBENG / MS. EDCHI-LEE A. CORDERO**

Office of the Corporate Board Secretary

Telephone numbers: 8 525-9318 to 27 local 286 or 8 247-0260

Email address : [ocbs@tpb.gov.ph](mailto:ocbs@tpb.gov.ph), cc: [jemimah\\_tiangbeng@tpb.gov.ph](mailto:jemimah_tiangbeng@tpb.gov.ph) & [edshi\\_cordero@tpb.gov.ph](mailto:edshi_cordero@tpb.gov.ph)

## ITINERARY FORM

**Project Name** : Itinerary (Tentative) - Regular Board of Directors' Meeting and Participation in MICECON 2022 Activities in Davao

**Venue** : Davao

Date / Time (indicative)	Activity	Remarks
<b>DAY 1</b> February 27, 2023	<b>Arrival of Secretariat and Technical Team</b>	
7:30 a.m.	Departure to Airport	TPB Personnel shall be picked up from the TPB Office
8:30 a.m.	Arrival at the airport	
9:25 a.m. - 11:20 a.m.	ETA in Francisco Bangoy International Airport via PR 1813	
11:45 a.m. - 12:59 p.m.	Proceed to Hotel to check-in, settle down & freshen up	
1:00 p.m. - 2:00 p.m.	Lunch at the hotel	
2:01 - onwards	Prepare for the Board Meeting	
<b>DAY 2</b> February 28, 2023	<b>Board Meeting</b>	
7:30 a.m.	Departure to Airport	Board Members shall be picked up from their respective homes; time shall vary depending on their distance from the airport
8:30 a.m.	Arrival at the airport	

9:25 a.m. - 11:20 a.m.	ETA in Francisco Bangoy International Airport via PR 1813	
11:45 a.m. - 12:59 p.m.	Proceed to Hotel to check-in, settle down & freshen up	
1:00 p.m. - 2:29 p.m.	Lunch at the hotel	
2:30 p.m. - 5:00 p.m.	Board Meeting	
4:00 p.m.	Break	
7:00 p.m.	Dinner at Tola Davao	Attire is semi-formal
8:30 p.m.	Back to Hotel	
<b>DAY 3</b> <b>March 1, 2023</b>	<b>MICECON 2022 and Welcome Dinner</b>	
7:00 a.m.	Breakfast	
9:00 a.m. – 6:00 p.m.	Participation of the Board of Directors in MICECON Events	See MICECON 2022 Program, coordinate with TPB MICE Department  <a href="https://www.micecon.ph/conference-program/">https://www.micecon.ph/conference-program/</a>
7:00 – 9:00	Welcome Dinner	
9:01	Back to Hotel	
<b>Day 4</b> <b>March 27, 2022</b>	<b>MICECON 2022</b>	
7:00 a.m.	Breakfast	
8:00 a.m.	Hotel Check out	

8:30 a.m. – 3:59 pm	Participation of the Board of Directors in MICECON Events	See MICECON 2022 Program, coordinate with TPB MICE Department  <a href="https://www.micecon.ph/conference-program/">https://www.micecon.ph/conference-program/</a>
4:00 p.m.	Proceed to Francisco Bangoy International Airport (Davao)	
4:30	ETA at Davao International Airport	
6:30 p.m.	Flight back to Manila via PR 1818	
8:20 p.m.	Estimated Time of Arrival in Manila	
<b>End of Regular Board of Directors' Meeting &amp; Participation in MICECON 2022 Activities</b>		

As of: December 15, 2022 subject to change without prior notice