

**TECHNICAL SPECIFICATIONS
FOR THE
TOUR OPERATOR SERVICES FOR
MICECON 2023 TPB-INVITED MEDIA and POST-TOURS
*as of 06 Feb 2023***

I.BACKGROUND

The Philippine MICE Conference (MICECON), the country's largest gathering of Meetings, Incentive Travel, Conventions and Exhibitions (MICE) professionals in the Philippines, will be held on 01-04 March 2023 in the City of Davao. It will be held as a three-day educational event in hybrid format with the following event components:

- First-Time Attendees Session
- Corporate Social Responsibility Event
- Philippine MICE Youth Challenge
- Plenary and Breakout Education Sessions
- Pre-event and Post Event Tours

MICECON will be held in partnership with the City of Davao, in line with the City's Strategic MICE Masterplan, that aims to improve the competitiveness level of the local MICE destination. The event will feature a global perspective on the MICE industry by inviting international and local speakers to tackle high-level issues about the sector, provide updates on global marketing strategies and current best practices in the new normal.

II.Objectives

Specifically, the TPB is in need of tour operator services during MICECON 2023 for the smooth implementation of the event that aims to showcase new development, establishments and products / services promoting local culture, heritage, and cuisine of Davao City and promote the new tourism circuits being offered in Davao Region while ensuring the highest level of safety and security during the tours.

III.Scope of Services

The TPB shall procure the services of a tour operator/destination management company for the provision of the following requirements which shall be opened for public bidding based on the (1) lot identified below:

Lot 3 / ABC	Detailed Requirements		
Manila and Cebu-based Media and Influencers Arrangement 4D/3N PHP 500,000.00	Number of participants: 13 pax Minimum pax guarantee: 09 pax Indicative Dates: 01 - 04 Mar 2023		
	Round-trip Airtickets		
	Date Needed	Particulars	No. of Pax
	01, 02, 03 and 04 Mar 2023	Rebookable, reroutable and refundable economy air tickets inclusive of 20 kls. baggage allowance, other taxes & applicable charges with comprehensive travel insurance Route: Manila to Davao Date: 01 Mar 2023 Flight: PR1813 ETD/ETA: 0925/1120 (6 economy tickets) Route: Manila to Davao Date: 01 Mar 2023 Flight: PR1819 ETD/ETA: 1840/2040 (3 economy tickets, 1 business class ticket but pax will pay the difference and 1 economy ticket to be shouldered by pax) Route: Cebu to Davao Date: 02 Mar 2023 Flight: PR2363 ETD/ETA: 0905/1025	13 pax

		<p>(1 economy comfort class ticket but seat must be front and aisle seat or business class)</p> <p>Route: Manila to Davao Date: 03 Mar 2023 Flight: PR1811 ETD/ETA: 0635/0835 (1 economy ticket)</p> <p>Route: Davao to Manila Date: 04 Mar 2023 Flight: PR1812 ETD/ETA: 0925/1125 (10 economy tickets, and 1 economy ticket to be shouldered by pax, 1 business class ticket but pax will pay the difference)</p> <p>Route: Davao to Cebu Date: 04 Mar 2023 Flight: PR2346 ETD/ETA: 0850/0950 (1 economy comfort class ticket but seat must be front and aisle seat or business class)</p>	
	Land Transportation		
	01 to 04 Mar 2023	<p>Three (3) passenger vans to be used for airport transfers, hotel transfers, tour itinerary venues, and to/from official event venues with the following specifications:</p> <ul style="list-style-type: none"> ○ 2018 model or newer 	13 pax

		<ul style="list-style-type: none"> ○ 12-seater per unit ○ with driver (must undergo a Rapid Antigen Test (COVID-19) within 24 hours before the arrangement ○ inclusive of gas, parking fees and overtime fees 	
	Accommodation		
	01 – 04 Mar 2023	<p>Seven (7) single occupancy deluxe and three (3) double occupancy deluxe rooms in one of the MICECON 2023 Official Hotels:</p> <ul style="list-style-type: none"> ● Dusit Thani Hotels* for three (3) nights with breakfast and welcome drinks ➤ Check in: 01 Mar 2023 ➤ Check out: 04 Mar 2023 <p>One (1) single occupancy deluxe room in one of the MICECON 2023 Official Hotels:</p> <ul style="list-style-type: none"> ● Dusit Thani Hotels* for two (2) nights with breakfast and welcome drinks ➤ Check in: 02 Mar 2023 ➤ Check out: 04 Mar 2023 <p>*Special MICECON 2023 rates are available for MICECON 2023 delegates in these hotels</p>	11 rooms
	02 – 04 Mar 2023		
	Other Requirements		
	01 – 04 Mar 2023	<p>First Aid Kit on board the vehicles with basic medicines:</p> <ul style="list-style-type: none"> ○ antacid for upset stomach, headache 	12 pax

		<ul style="list-style-type: none"> ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>	
	01-04 Mar 2023	Incentivized Tour Kit sourced from the local community <ul style="list-style-type: none"> ○ Tumbler ○ Tissue ○ Wipes ○ 70 ml refillable sanitizer/alcohol spray ○ Face masks ○ Mints ○ Mosquito repellent 	12 pax
	01 Mar 2023	All assigned personnel of the service provider (tour coordinator, drivers, etc.) must submit the following to TPB: <ul style="list-style-type: none"> ● Proof of full COVID-19 vaccination ● With one (1) booster OR negative result from Rapid Antigen Test (COVID-19) with a negative result within 24 hours before the event 	
	01 – 04 Mar 2023	Provision for on-site related expenses (i.e. meals at the airport, during tour, etc), incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php20,000.00.	

IV. Project Implementation Schedule

LOT	DESTINATIONS	DATES
3	Manila-Based Media Guests Arrangement	01 March – 04 March 2023

V. ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.
3. Must provide services on a “send-bill” arrangement.
4. 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.
5. Tour activities and/or schedules/dates may still be changed based on recommendations on the DOT Regional Office and IATF orders on local travel restrictions.
6. Bidders must submit completed projects for at least three (3) years
7. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost.
8. Valid Department of Tourism (DOT) Certificate of Accreditation.

VI. QUALIFICATIONS OF BIDDER

1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws.
2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.
3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VII. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for the three **(3) Lots** is **TWO MILLION EIGHT HUNDRED SIXTY-FOUR PESOS ONLY (Php2,864,000.00)** inclusive of all applicable taxes and fees.

VIII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the completion of services as indicated below:

LOT NO.	PARTICULARS	AMOUNT
3	MANILA AND CEBU-BASED MEDIA GUESTS ARRANGEMENT	
1 st Tranche	Confirmed Accommodations as communicated by the hotel	15% of the total contract price
2 nd Tranche	Completion of booking of domestic air tickets and confirm booking accommodation during the trip	40% of the total contract price
3 rd Tranche	Full completion of deliverables for the event with corresponding Terminal Report, Trip Tickets and certification of project completion	45% of the total contract price

Notes:

The bidders are encouraged to have a Land bank account. Payment will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

IX. CONTRACT DURATION

Shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.

X. CONTACT INFORMATION

Lot 1	Alberto Gadia, Jr. alberto_gadia@tpb.gov.ph / dan_ferrolino@tpb.gov.ph
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