

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

ITEM NO.	SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE M.I.C.E. CONFERENCE (MICECON) 2023 FOR THE LOCAL MICE ORGANIZERS FAMILIARIZATION TRIP			STATEMENT OF COMPLIANCE	
				COMPLY	NOT COMPLY
1	<b>MODULE I</b> Indicative Dates: 04-06 March 2023				
2	<u>Number of participants:</u> 20 pax inclusive of TPB/DOT Regional Office representative  <u>Minimum pax guarantee:</u> 10 pax				
3	<b>Land Transportation</b>				
	Date Needed	Particulars	No. of Pax		
	04-06 March 2023	1 mini-bus with driver (inclusive of gas, parking fees and overtime fees.) • Transfer-in and out • Tour proper	20-25 pax		
	04-06 March 2023	Additional one (1) van for luggage per module (inclusive of driver and gas)			
4	<b>Accommodation</b>				
	04-06 March 2023	• Room Accommodation in a 3-star hotel or higher (if available) • 20 rooms in deluxe category (if applicable/available) or its equivalent for two (2) nights based on single occupancy with breakfast	20 pax		
5	<b>Other Requirements</b>				
	Date needed	Particulars	No. of Pax		
	04-06 March 2023	Incentivized, interactive and experiential tours and activities that focus on different MICE Facilities and feature tourism circuits of Davao; per module	20 pax		
6	04 March 2023	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content	20 pax		

Quotation No. TPB-PR.2023.02.028

PR No. 2.018

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		and design subject to the approval of TPB) per module			
7		Provision of Incentivized Tour Kit coming from the local community /travel necessities: <ul style="list-style-type: none"> <li>• Tumbler</li> <li>• Tissue</li> <li>• Wipes</li> <li>• 70 ml refillable sanitizer/alcohol</li> <li>• face masks</li> <li>• mints</li> <li>• mosquito repellent</li> <li>• foldable umbrella</li> </ul>			
8	04-06 March 2023	First Aid Kit on board the vehicles with basic medicines: <ul style="list-style-type: none"> <li>○ antacid for upset stomach, headache</li> <li>○ antihistamine for allergies, diarrhea, motion sickness, fever</li> <li>○ pain reliever</li> <li>○ povidone iodine</li> <li>○ band aids</li> <li>○ gauze pads</li> <li>○ surgical tape</li> <li>○ scissors</li> </ul> <i>(first aid kit to be given to the TPB coordinator after the event)</i>	20 pax		
9	04-06 March 2023	Stand-by paramedics at identified locations in coordination with Region XI or Davao City; per module	20 pax		

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10	04-06 March 2023	Tokens and destination-based giveaways including 1 welcome gift and 2 pillow gifts for each guest coming from the local community and must be sustainable without showing the tour operator's logo and subject to TPB's approval amounting to PHP2, 000 per pax; per module	20 pax		
11	04 March 2023	Banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval; per module			
12	04-06 March 2023	<i>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 TPB copies after the tour module and one (1) external hard drive(subject for approval of TPB)</i>			
13	03 March 2023	All assigned personnel of the service provider (tour coordinator, drivers, tour guide, photographer, videographer, etc.) must submit the following to TPB: <ul style="list-style-type: none"> <li>● Proof of full COVID-19 vaccination</li> <li>● With one (1) booster OR negative result from Rapid Antigen Test (COVID-19) with a negative result within 24 hours before the tour</li> </ul>			

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14	04-06 March 2023	Snacks on board, cold towels and drinking water	20 pax (13 pax per module)		
15	04-06 March 2023	Services of a (1) DOT-accredited Regional Tour Guide			
16	04-06 March 2023	Provision for on-site related expenses, incidental and other miscellaneous expenses (e.g. Covid-19 RT-PCR / Antigen test for the participants as maybe required by the LGU (24 hours prior to the tour / upon arrival in destination/s); per module) as the need arises subject to TPB's approval amounting to Php50,000.00			

17	<b>Module 2:</b> Indicative Date: 04- 06 March 2023				
18	<u>Number of participants:</u> 20 pax inclusive of TPB/DOT Regional Office representative  <u>Minimum pax guarantee:</u> 10 pax				
19	<b>Land Transportation</b>				
	<b>Date Needed</b>	<b>Particulars</b>	<b>No. of Pax</b>		
	04-06 March 2023	1 mini-bus with driver (inclusive of gas, parking fees and overtime fees.) • Transfer-in and out • Tour proper	20-25 pax		
	04-06 March 2023	Additional one (1) van for luggage per module (inclusive of driver and gas)			
20	<b>Accommodation</b>				

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

	04-06 March 2023	<ul style="list-style-type: none"> <li>Room Accommodation in a 3-star hotel or higher (if available)</li> <li>20 rooms in deluxe category (if applicable/available) or its equivalent for two (2) nights based on single occupancy with breakfast</li> </ul>	20 pax		
21	<b>Other Requirements</b>				
	Date needed	Particulars	No. of Pax		
	04-06 March 2023	Incentivized, interactive and experiential tours and activities that focus on different MICE Facilities and feature tourism circuits of Davao; per module	20 pax		
22	04 March 2023	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to the approval of TPB) per module	20 pax		
23		Provision of Incentivized Tour Kit coming from the local community /travel necessities: <ul style="list-style-type: none"> <li>Tumbler</li> <li>Tissue</li> <li>Wipes</li> <li>70 ml refillable sanitizer/alcohol</li> <li>face masks</li> <li>mints</li> <li>mosquito repellent</li> <li>foldable umbrella</li> </ul>			
24	04-06 March 2023	First Aid Kit on board the vehicles with basic medicines: <ul style="list-style-type: none"> <li>○ antacid for upset stomach, headache</li> </ul>	20 pax		

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		<ul style="list-style-type: none"> <li>○ antihistamine for allergies, diarrhea, motion sickness, fever</li> <li>○ pain reliever</li> <li>○ povidone iodine</li> <li>○ band aids</li> <li>○ gauze pads</li> <li>○ surgical tape</li> <li>○ scissors</li> </ul> <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>				
25	04-06 March 2023	Stand-by paramedics at identified locations in coordination with Region XI or Davao City; per module	20 pax			
26	04-06 March 2023	Tokens and destination-based giveaways including 1 welcome gift and 2 pillow gifts for each guest coming from the local community and must be sustainable without showing the tour operator's logo and subject to TPB's approval amounting to Php2, 000 per pax; per module	20 pax			
27	04 March 2023	Banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval; per module				
28	04-06 March 2023	<i>Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 TPB copies after the tour module and one (1) external hard</i>				

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		<i>drive(subject for approval of TPB)</i>			
<b>29</b>	03 March 2023	All assigned personnel of the service provider (tour coordinator, drivers, tour guide, photographer, videographer, etc.) must submit the following to TPB: <ul style="list-style-type: none"> <li>● Proof of full COVID-19 vaccination</li> <li>● With one (1) booster OR negative result from Rapid Antigen Test (COVID-19) with a negative result within 24 hours before the tour</li> </ul>			
<b>30</b>	04-06 March 2023	Snacks on board, cold towels and drinking water	20 pax (13 pax per module)		
<b>31</b>	04-06 March 2023	Services of a (1) DOT-accredited Regional Tour Guide			
<b>32</b>	04-06 March 2023	Provision for on-site related expenses, incidental and other miscellaneous expenses (e.g. Covid-19 RT-PCR / Antigen test for the participants as maybe required by the LGU (24 hours prior to the tour / upon arrival in destination/s); per module) as the need arises subject to TPB's approval amounting to Php50,000.00			

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33	Assistance in preparing/ securing entry documents, as necessary.		
34	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.		
35	Must provide services on a "send-bill" arrangement.		
36	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.		
37	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.		
38	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.		
39	Submit a valid Department of Tourism (DOT) Accreditation Certificate.		

***I hereby certify to comply and deliver all of the above requirements provided on the Technical Specification of these requirements.***

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Signature over Printed Name  
of the Authorized Representative

\_\_\_\_\_  
Date