

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE M.I.C.E. CONFERENCE (MICECON) 2023 FOR THE LOCAL MICE ORGANIZERS FAMILIARIZATION TRIP

as of 25 February 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 01-03 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:

ABC	DETAILED REQUIREMENTS		
<p>PHP 1,000,000.00</p>	MODULE I		
	Indicative Dates: 04-06 March 2023		
	<u>Number of participants:</u> 20 pax inclusive of TPB/DOT Regional Office representative		
	<u>Minimum pax guarantee:</u> 10 pax		
	Land Transportation		
	Date Needed	Particulars	No. of Pax
	04-06 March 2023	1 mini-bus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none"> • Transfer-in and out • Tour proper 	20 pax
	Accommodation		
	04-06 March 2023	<ul style="list-style-type: none"> • 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
	Other Requirements		
	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
	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

		Provision of Incentivized Tour Kit coming from the local community /travel necessities: <ul style="list-style-type: none"> • Tumbler • Tissue • Wipes • 70 ml refillable sanitizer/alcohol • face masks • mints • mosquito repellent • foldable umbrella 	
	04-06 March 2023	First Aid Kit on board the vehicles with basic medicines: <ul style="list-style-type: none"> ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <i>(first aid kit to be given to the TPB coordinator after the event)</i>	20 pax
	04-06 March 2023	Stand-by paramedics at identified locations in coordination with Region XI or Davao City; per module	20 pax
	04-06 March 2023	Tokens and destination-based giveaways for each guest coming from the local community and must be sustainable without showing the tour operator's logo	20 pax

		and subject to TPB's approval amounting to PhP1,000.00 per pax	
	04 March 2023	Banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval; per module	
	03 March 2023	<p>All assigned personnel of the service provider (tour coordinator, drivers, tour guide, photographer, videographer, etc.) must submit the following to TPB:</p> <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 tour 	
	04-06 March 2023	Snacks on board, cold towels and drinking water	20 pax
	04-06 March 2023	Services of a (1) DOT-accredited Regional Tour Guide	
	04-06 March 2023	<p>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)</p> <p>as the need arises subject to TPB's approval amounting to PhP50,000.00</p>	

	Module 2: Indicative Date: 04- 06 March 2023		
	<u>Number of participants:</u> 20 pax inclusive of TPB/DOT Regional Office representative		
	<u>Minimum pax guarantee:</u> 10 pax		
	Land Transportation		
	Date Needed	Particulars	No. of Pax
	04-06 March 2023	1 mini-bus with driver (inclusive of gas, parking fees and overtime fees.) <ul style="list-style-type: none">Transfer-in and outTour proper	20 pax
	Accommodation		
	04-06 March 2023	<ul style="list-style-type: none">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
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	Provision of Incentivized Tour Kit		

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		amounting to PhP1,000.00 per pax	
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IV. PROJECT IMPLEMENTATION SCHEDULE

LOT 1	DATES
Module 1	4-6 March 2023
Module 2	4-6 March 2023

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Willingness to 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.
3. Willing to 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 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.***
7. Valid Department of Tourism (DOT) Certificate of Accreditation.

VI. APPROVED BUDGET FOR THE CONTRACT

The total approved budget for Lot is ONE MILLION PESOS ONLY **(PhP1,000,000.00)**, inclusive of all applicable tax and fees.

LOT NO.	DESTINATION/S	AMOUNT
1	MICECON FAM TRIP (MODULE 1 &2)	PhP1,000,000.00
	TOTAL	PhP1,000,000.00

VII. TERMS OF PAYMENT

Send the bill to the Tourism Promotions Board after the full completion of requirements. One time engagement, payment will be paid upon receipt of Statement of Account or Billing.

LOT NO.	DESTINATION/S	REMARKS
1	MICECON FAM TRIP (MODULE 1 &2)	Supplier will be paid once the travel was completed.
TOTAL	PHP1,000,000.00	

Note: The bidders are encouraged to have a Landbank account. Payment will be made through Land Bank of the Philippines bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VIII. CONTRACT DURATION

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

XI. CONTACT INFORMATION

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