

## **TECHNICAL SPECIFICATIONS**

### **SERVICES OF A TOUR OPERATOR THE 14<sup>TH</sup> EDITION OF INTERNATIONAL CONFERENCE OF INFORMATION COMMISSIONERS (ICIC)**

#### **I. BACKGROUND**

The 14th Edition of International Conference of Information Commissioners (ICIC) event is a platform which represents a collective of accredited members and observers. It will include master lectures, workshops, side events and parallel sessions that aim to facilitate deliberation on these topics among government bodies, intergovernmental organizations, civil society, academia, and institution in charge of supervising the implementation of Access to Information (ATI) laws and policies.

Moreover, the Conference will serve as an avenue for ICIC members to discuss administrative matters, such as: membership concerns, formalization of the activities within working groups, development of strategic projects at international level.

The TPB, through its MICE Plus Program, is supporting the event through the sponsorship of half day city tour on 19 or 22 June 2023 for the International Commissioners, Ombudsmen, and Officials.

#### **II. OBJECTIVES**

It is the TPB's mandate to market the Philippines as a major convention destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating, and servicing large-scale events, national and international fairs and conventions, congress, exhibitions, incentive travels and the like.

#### **III. SCOPE OF WORK / SERVICES**

<b>Event</b>	Manila Half Day City Tour
<b>Date   Time</b>	22 June 2022   Thursday   1:30-4:30 PM
<b>Destinations</b>	Intramuros, Rizal Park, National Museum, MOA, BGC, Makati
<b>Audience Profile</b>	International Commissioners, Ombudsmen and Officials from across the globe
<b>Number of Participants</b>	50 pax estimated
<b>Minimum Pax Guarantee</b>	30 pax For excess in the number of participants, the tour operator shall charge the TPB based on the rate of the tour package computed per pax.

#### **A. Transportation**

- Must provide two (2) units air-conditioned 45-seater tourist buses. Preferably, new or not older than three years, subject to the approval of the TPB.
- Must provide professional and licensed drivers with a good personality and must be well good groomed.
- Must cover gasoline expenses, tolls and parking fees.

#### **B. Tour Guide**

- Must engaged two (2) duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide.
- Must be fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events.

**Note:** Should the number of pax is only 30 pax or less, the unit of buses and the number of tour guide should be reduced.

#### **C. Ground Fees**

Must cover all expenses related to the conduct of the tours such entrance/admission fees, and the like.

#### **D. Meals**

Must include snacks at the end of the tour, preferably featuring Filipino delicacies/snacks. Approximately PhP500.00 per pax.

#### **E. Miscellaneous Expense**

Must allocate an amount of PhP30,000.00.

#### **F. Others**

- Must provide one (1) travel coordinator.
- Must provide appropriate travel insurance coverage for passengers including TPB representative.
- Must submit an proposed itinerary with suggested sites/destinations to visit in MOA, BGC, MAKATI, Rizal Park, National Museum and Intramuros Areas for a half day city tour.
- Must facilitate the tours to the selected sites/destinations.
- Must have amenities on board (cold towels, bottled water, candies, umbrellas, wipes, alcohol, etc.).

- Must have First Aid Kit onboard the vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).
- Must ensure that all assigned tour personnel should be fully vaccinated (vaccination cards / DOH vaccination certificates will be required). Copies of Vaccination cards together with a negative antigen test result should be submitted to the TPB at least 24 hours prior to the trip.

#### **IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)**

22 June 2023 | Thursday | 1:30-4:30 PM

#### **V. ADDITIONAL TECHNICAL REQUIREMENTS**

The Tour Operator must be:

1. Must be a Filipino owned operated and legally registered Travel and Tour Operator under Philippine laws.
2. Must be a DOT-accredited tour operator. Must provide copy of valid DOT accreditation certificate.
3. Must be engaged in the business as a travel and tour operator for at least three (3) years at the date and time of submission of bid.
4. Must have handled government projects similar to this for the last three (3) years. Must submit a list of government projects.

#### **VI. APPROVED BUDGET FOR THE CONTRACT (BAC)**

The Approved Budget for the Contract (ABC) is **ONE HUNDRED NINETY-FIVE THOUSAND PESOS ONLY (PhP195,000.00)** inclusive of all applicable fees and taxes.

#### **VII. TERMS OF PAYMENT**

- A. Send bill arrangement
- B. Billing must be based on actual number of tour participants (min. guarantee: 30)
- C. Full payment 30 working days or after services are rendered in full/complete
- D. The following document should be submitted by the winning bidder for the processing of payment:
  - Photos of the tour in digital format compiled in a hard drive
  - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

Chief Operating Officer / Officer-in-Charge  
Tourism Promotions Board  
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- E. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.
- F. Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

#### **VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

#### **IX. PROJECT OFFICERS' CONTACT INFORMATION**

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