

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

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SERVICES OF A TOUR OPERATOR FOR THE HYBRID SEMINAR ON DIGITAL MARKETING, CAPACITY BUILDING AND SKILLS DEVELOPMENT 2023

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE “Comply” or “Not Comply”	
1	Number of onsite participants: 60 pax (inclusive of TPB representatives)		
2	VENUE WITH FOOD & BEVERAGE <u>VENUE</u> Preferably a TPB-member establishment/s located in Boracay Island (Newcoast), Malay, Aklan		
3	Must have a conference/function room that can accommodate 60 pax with consideration of social distancing measures		
4	Must be able to provide in-house food & beverage		
5	Must be able to offer interactive solutions for virtual, hybrid and physical meetings and events		
6	Must provide all meeting space requirements, decoration, basic sound system/lights and equipment set up for the venue to include microphones, projectors with projector screens and LCD screens for directional signage and announcements and other advanced audiovisual technologies for the conduct of high-definition livestreams and webinars		
7	Must provide high-speed internet for concurrent users on multiple devices and for high-definition live streaming purposes		
8	Must allow the TPB organizing committee and designated technical supplier and online event platform supplier to set up and coordinate technical requirements with the property’s events and technical management support		

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9	Must be a separate venue for outdoor cocktails and dinner with entertainment in a neighboring property, with indoor venue as back up in the event of inclement weather		
10	Must be compliant with safety standards and precautionary measures established by DOT for accommodation facilities and MICE venues		
11	Must ensure the safety and cleanliness of the premises		
12	Provision of special areas and facilities for persons with disabilities (PWDs) within the conference venue (e.g. equipped with handrails and special walkway—internal and external – for participants in a wheelchair, etc.)		
13	Floor plan		
	Seminar Proper (Plenary)	Half-moon	
	Lunch	Round table	
	Seminar Proper (Workshop)	Half-moon	
	Cocktails/Dinner	Cocktail/dinner outdoor set up	
14	Tentative Schedule of Activities:		
	Date/Time	Activity	
	Night before event	Ingress	
	8:30 AM	Registration Seminar Proper (Plenary) AM Snack	
	12:00 PM	Lunch Break	
	1:00 PM	Seminar Proper (Workshop) PM Snack	
	3:00 PM	Presentation of Outputs/Critique	
	4:30 PM	Synthesis and Closing	
	5:30 PM - onwards	Cocktails and Dinner <i>Note: Preferably a separate venue in a neighboring property</i>	

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15	Required to submit floor plan and conference/meeting set-up upon receipt of Notice to Proceed (NTP).		
16	<u>FOOD & BEVERAGE/ENTERTAINMENT</u>		
	Time	Requirements	
	Day 1: Arrival of Participants		
	PM	Managed buffet dinner for 60 pax (min. 2 viands with soup/salad and dessert) - Coffee/tea/water - One round of iced tea	
	Day 2: Event Proper		
	AM	Snacks for 60 pax - Savory and sweet snacks - Free-flowing coffee/tea/water - One round of iced tea	
	Noon	Managed buffet lunch for 60 pax (min 3 viands with soup/salad and dessert) - Coffee/tea/water - One round of iced tea	
	PM	Snacks for 60 pax - Savory and sweet snacks - Free-flowing coffee/tea/water - One round of iced tea	
	Cocktails and dinner	Pass around cocktails and managed buffet dinner for 60 pax - One round of wine or beer - One round of iced tea or local beverage - With acoustic or other local entertainment	
17	Menus to be proposed by venue’s F&B and approved by TPB		
18	Must have a preventive management tool to ensure food safety (i.e. Hazard Analysis Critical Control Point-certified, etc.)		

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19	Uniformed and well-trained banquet service personnel and a dedicated Event Sales Leader to attend to all arrangements			
20	Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.)			
21	Final F&B minimum guarantee should be based on participants estimates one week before the event			
22	AIR TICKETS			
	A. Round trip Air tickets (MNL-MPH-MNL)			
	No. of Pax	Type of Ticket		
	7 pax (TPB Personnel)	Economy		
23	With 20 kilograms baggage allowance per way per pax			
24	Must be rebookable, transferable and refundable			
25	Preferably via Philippine Airlines			
26	Provision of travel insurance with COVID-19 coverage worth Php100,000 per pax (total of 7 pax)			
27	Provision of travel insurance with COVID-19 coverage			
28	ACCOMMODATION (WITH TRANSFERS)			
	No. of Pax	No. of Nights/ Period of Stay	Requirement	
	50 pax (Participants)	3D/2N	Twin-sharing with breakfast	
	2 pax (TPB Officials)	3D/2N	Single with breakfast	
	5 pax (TPB Personnel)	5D/4N	Twin-sharing with breakfast	
29	Must be in the same property of the seminar venue			
30	Provision of private round trip transfers (Caticlan Port to Hotel; vice versa)			

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31	Drivers must be fully-vaccinated				
32	PROVISION OF MEALS				
	No of Pax	No. of Days	Meals		
	5 pax (TPB Personnel)	5 Days	Lunch, dinner and snacks P 1,500/day		
	2 pax (TPB Officials)	3 Days	Lunch, dinner and snacks P 1,500/day		
33	Note: Day of event (seminar proper) is not included				
34	ONSITE RELATED EXPENSES Provision of onsite-related expenses not more than PHP30,000.00 to cover coordination meetings, load card for TPB personnel, porter fees, excess baggage fees and other miscellaneous expenses				
35	Other terms and conditions: Must be able to assist in preparing/securing entry documents, as necessary.				
36	Must be willing to respond to immediate/unforeseen changes in specifications.				
37	Must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008, as well as the IATF Safety Guidelines and Protocols.				
38	Activities and/or schedules/dates are subject to change with prior notice				
39	Must allow rebooking, transfers or refunds of air tickets.				
40	INDICATIVE PROJECT IMPLEMENTATION SCHEDULE Date: September/October 2023 Venue: Boracay Island (Newcoast), Aklan <i>*Preferably a TPB-member establishment</i>				
41	TERMS OF PAYMENT Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB) based on actual cost. Full				

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	payment within thirty (30) days upon receipt of Statement of Account (SOA) or Billing with completion of the requirements stipulated in the technical specifications. The supplier is encouraged to have a Landbank account. Payment will be through an LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.		
42	CONTRACT DURATION The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.		

Name and signature of prospective bidder / Date