

TECHNICAL SPECIFICATIONS

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

I. BACKGROUND

Mandated by Republic Act 9593, the TPB Membership Program aims to provide marketing services and benefits to members through various activities that promote, advocate, and represent the interests of its members for the benefit and sustainable development of their businesses and tourism industry as a whole. The three (3) primary areas where TPB assists its members are promotional assistance, targeted market intelligence, and sustainable business generation.

Part of the TPB's commitment to its members is to provide training programs to strengthen their marketing capability. In the last three years, the TPB has conducted six (6) seminars (4 virtual and 2 hybrid) with topics centered on digital marketing, leadership and regaining business, to assist members in coping with the ongoing pandemic.

For 2023, the seminar will be conducted in a hybrid format and will be brought to Region 6, specifically Boracay, Aklan, to allow members based in the region to physically participate in the activity.

The seminars are aimed at further strengthening stakeholder capacity in recovering from the prolonged pandemic. Target audience are TPB member-establishments and other tourism stakeholders.

II. OBJECTIVES

1. To increase the marketing capability of members to meet current and 'new normal' needs;
2. To assist members in recovery efforts, enabling them to come out of the ongoing pandemic with new strategies to move forward;
3. To provide platforms and marketing initiatives for member-establishments to generate more business; and
4. To strengthen collaboration and partnership with the private sector.

III. SCOPE OF WORK/SERVICES

Number of onsite participants: 60 (inclusive of TPB representatives)	I. VENUE WITH FOOD & BEVERAGE A. <u>VENUE</u>
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	<ol style="list-style-type: none"> 1. Preferably a TPB-member establishment/s located in Boracay Island (Newcoast), Malay, Aklan 2. Must have a conference/function room that can accommodate 60 pax with consideration of social distancing measures 3. Must be able to provide in-house food & beverage 4. Must be able to offer interactive solutions for virtual, hybrid and physical meetings and events 5. 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 6. Must provide high-speed internet for concurrent users on multiple devices and for high-definition live streaming purposes 7. 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 8. 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 9. Must be compliant with safety standards and precautionary measures established by DOT for accommodation facilities and MICE venues 10. Must ensure the safety and cleanliness of the premises 11. 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.) <p>12. Floor plan</p> <table border="1"> <tr> <td>Seminar Proper (Plenary)</td><td>Half-moon</td></tr> <tr> <td>Lunch</td><td>Round table</td></tr> <tr> <td>Seminar Proper (Workshop)</td><td>Half-moon</td></tr> <tr> <td>Cocktails/Dinner</td><td>Cocktail/dinner outdoor set up</td></tr> </table> <p>13. Tentative Schedule of Activities:</p> <table border="1"> <tr> <th>Date/Time</th><th>Activity</th></tr> <tr> <td>Night before event</td><td>Ingress</td></tr> <tr> <td>8:30 AM</td><td>Registration Seminar Proper (Plenary) AM Snack</td></tr> <tr> <td>12:00 PM</td><td>Lunch Break</td></tr> <tr> <td>1:00 PM</td><td>Seminar Proper (Workshop) PM Snack</td></tr> <tr> <td>3:00 PM</td><td>Presentation of Outputs/Critique</td></tr> </table>	Seminar Proper (Plenary)	Half-moon	Lunch	Round table	Seminar Proper (Workshop)	Half-moon	Cocktails/Dinner	Cocktail/dinner outdoor set up	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
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	4:30 PM	Synthesis and Closing
	5:30 PM - onwards	Cocktails and Dinner <i>Note: Preferably a separate venue in a neighboring property</i>
	14. Required to submit floor plan and conference/meeting set-up upon receipt of Notice to Proceed (NTP).	
	B. <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) <ul style="list-style-type: none"> - Coffee/tea/water - One round of iced tea
	Day 2: Event Proper	
	AM	Snacks for 60 pax <ul style="list-style-type: none"> - 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) <ul style="list-style-type: none"> - Coffee/tea/water - One round of iced tea
	PM	Snacks for 60 pax <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - One round of wine or beer - One round of iced tea or local beverage - With acoustic or other local entertainment
1. Menus to be proposed by venue's F&B and approved by TPB		

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	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
<p>Note: Day of event (seminar proper) is not included</p> <p>V. ONSITE RELATED EXPENSES</p> <p>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</p>			

Other terms and conditions:

1. Must be able to assist in preparing/securing entry documents, as necessary.
2. Must be willing to respond to immediate/unforeseen changes in specifications.
3. Must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008, as well as the IATF Safety Guidelines and Protocols.
4. Activities and/or schedules/dates are subject to change with prior notice
5. Must allow rebooking, transfers or refunds of air tickets.

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

Date: September/October 2023
Venue: Boracay Island (Newcoast), Aklan
**Preferably a TPB-member establishment*

V. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be legally registered tour operator company or travel agency under Philippine laws for 5 years. **Required to submit proof of registration either from SEC or DTI;**
2. Must have previously handled and completed at least three (3) projects for the past 3 years in providing/servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations; **Required to submit a list of completed projects from 2020 – 2022;**
3. Must be a DOT-accredited tourism establishment. **Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.**

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **NINE HUNDRED TWENTY-SIX THOUSAND SEVEN HUNDRED PESOS ONLY (PHP 926,700)** inclusive of applicable taxes and fees.

VII. TERMS OF PAYMENT

Payment will be on a send-bill arrangement to the Tourism Promotions Board (TPB) based on actual cost. Full 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.

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

AARON ALARIN

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MARGARITA SAN JOSE

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