

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION TO 34TH PHILIPPINE TRAVEL MART (PTM)

I. BACKGROUND

The Philippine Travel Mart (PTM), under the initiative of the Department of Tourism, started purely as an exhibition aimed to both the trade and consumer market, 34 years ago or in the 80's. In 1994, amidst the series of man-made and natural calamities happening in the country, the Philippine Tour Operators Association (PHILTOA) embraced its mandate to ensure the annual staging of the Philippine Travel Mart (PTM), organized, managed and operate its flagship project, the PTM. Different PHILTOA Boards from 1994 nurtured PTM and has grown to become the longest-running and most exciting interactive exposition of Philippine destinations with new surprises available each year.

Considered an institutional event, the TPB extends support to the event annually.

II. OBJECTIVES

1. To promote and showcase the diverse tourism offerings of the Philippines.
2. To encourage domestic travel within the Philippines
3. Serves as a venue for travel industry stakeholders to connect and establish business relationships
4. Generation of Tourism Revenue
5. Support for Sustainable Tourism

III. SCOPE OF WORK/ SERVICES

A. Accommodation

- Provide hotel accommodation **(triple sharing)** inclusive of ***daily breakfast*** on the following dates:

	Hotel must be located	Number of Rooms (Triple Sharing)
Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>	
31 August 2023		4
01 September 2023		4
02 September 2023		4
03 September 2023		4
Total Room Nights		16

- Dates are subject to change

- Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- Total cost of accommodation should be based on actual room expenses
- Secured sponsorships or discounted rates should be deducted from the total expense
- Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.

B. Land Transportation

Date	Route	Number of Units
31 August 2023	TPB office – SMX and vice versa; within Metro Manila, as necessary *Includes residential pick up and drop off of TPB personnel within Metro Manila	1
01 September 2023		
02 September 2023		
03 September 2023		
04 September 2023		

- Dates are subject to change
- Van unit year model must be at least 2018 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour. Minimum engine displacement at least 2.5 to 3.5L
- Maximum use of 18 hours per day inclusive of overtime and driver's fee and overtime
- Includes third-party liability insurance
- Cover all expenses to include driver's fee as well as his food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, and other miscellaneous fees
- Comply with IATF protocols/ guidelines on safety, capacity and coverage; daily disinfection of vehicle
- With daily provision of wet tissues, alcohol, mineral water, mint
- First Aid kit and umbrella on board
- Equipped with GPS or Waze
- Driver should have strong navigation skills, uniformed, presentable and well-trained
- Itinerary to be sent (subject to change without prior notice)

C. Catering Services

- Provide Catering Services for **50 persons** (lunch) during the opening of the event **(01 September 2023)**
- **For lunch:** to include one (1) vegetable dish, two (2) meat dishes (chicken/pork, beef), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box
- Free flowing coffee, tea, and water (hot and cold) throughout the opening day
- Complete dining set-up
- Able to provide microwave, table and chairs with linen cover
- Uniformed staff
- Should be SMX accredited caterer
- Meals to be selected and approved by the TPB

IV. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must have previously completed a minimum of 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 2020-2023;
- Must be DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate;

V. PROJECT IMPLEMENTATION SCHEDULE

34th Philippine Travel Mart (PTM)

31 August – 04 September 2023 (*indicative date*)

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **ONE HUNDRED NINETY-SIX THOUSAND PESOS ONLY (₱196,000.00)** inclusive of applicable taxes and fees.

VII. TERMS OF PAYMENT

Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.

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 OFFICER'S CONTACT INFORMATION

For particulars, please contact the following:

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