

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of the manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification, or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

SERVICES OF A TOUR OPERATOR FOR THE SEPTEMBER 2023 REGULAR BOARD OF DIRECTORS’ MEETING AND PARTICIPATION IN PHITEX 2023 ACTIVITIES

ITEM NO.	SPECIFICATION	STATEMENT OF COMPLIANCE “Comply” or “Not Comply”	
1	A. PHITEX 2023 ACTIVITIES 18-22 September 2023 Round-trip domestic airline tickets for 14 pax <ul style="list-style-type: none"> Regular economy, re-bookable and re-routable 		
2	Routes: <ul style="list-style-type: none"> 12 round-trip Manila to Cebu with 20 kg baggage allowance 1 round-trip Manila to Cebu with 40kg baggage allowance 1 round-trip Cagayan De Oro to Cebu with 20kg baggage allowance 		
3	Premium Domestic Travel Insurance for 14 pax		
4	Room Accommodation 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Waterfront Hotel)		
5	With daily breakfast		
6	For 7 Board Members (may vary, depending on the availability of the ex-officio and members and their alternates), 4 TPB key officials, and 2 staffs: <ul style="list-style-type: none"> 4 days 3 nights (19 – 22 September 2023) Single occupancy rooms 		
7	For 1 TPB key official: <ul style="list-style-type: none"> 5 days 4 nights (18 – 22 September 2023) 1 Single occupancy room 		

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

8	Transportation for the whole duration of the trip, including airport transfers		
9	Two (2) 12-seater vans (2018 model or newer) with driver (inclusive of gas, parking and overtime fees) and storage for luggage and equipment for both in Manila and Cebu		
10	with appropriate signage (for TPB's approval)		
11	vehicle should be well sanitized, fully air-conditioned, clean, presentable, and in good running condition		
12	with airport passes/stickers for airport terminals, if applicable		
13	All land transfer at destination as may be required		
14	Service shuttle shall be flexible and subject to the Board Members' availability and location in Metro Manila and/or Cebu		
15	Service from residence/location of Board Members within Metro Manila and/or key personnel to Ninoy Aquino International Airport and vice versa, subject to the Board Members' or personnel's availability, as necessary		
16	Service from TPB Office to Ninoy Aquino International Airport and vice versa, as necessary		
17	Service from Mactan-Cebu International Airport to hotel (TBA) and vice versa, as necessary		
18	Service to PHITEX 2023 activities (please see attached tentative itinerary)		
19	Service to venues of the designed lunch, dinner, and other social functions/activities (please see attached tentative itinerary)		
20	Provision of 1 Tour Coordinator to accompany the group for the duration of the trip with the following qualifications:		
21	Tour coordinator must have at least three (3) years of relevant experience. Submit CV together with the Bid Quotation		
22	Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation		
23	Provision of one 1 licensed DOT-accredited English/Filipino-speaking tour guide with the following qualifications:		
24	Must be expert or familiar of the destination		
25	Must be fluent and conversant in English and Filipino		

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

26	Must have an in-depth knowledge of Cebu		
27	14 incentivized travel necessities per pax Surgical masks (at least 1 per day), tissue, disinfectant wipes, face shield, hand sanitizer/ alcohol (at least 70% alcohol solution), mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.)		
28	2 first aid kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) to be placed in the van		
29	Organize lunch, snack, and dinner for the Board of Directors and few key officials/personnel, as necessary and approved by TPB (<i>please see attached tentative itinerary</i>) September 18, 2023 Lunch and Dinner of 1 TPB Key Personnel, not exceeding 1,000 for the whole day September 19, 2023 Lunch for 12 pax at the airport September 20, 2023 Lunch during the board meeting, as provided in Item III(B) of this Technical Specifications September 21, 2023 Lunch, snack, and dinner for 14 pax		
30	On-site miscellaneous/related expenses worth Php 30,000.00, to be used as the need arises		
31	Any other arrangements that may be mutually agreed upon by TPB and the supplier.		
32	B. REGULAR BOARD OF DIRECTORS' MEETING 20 September 2023 Function Room/Venue Provision of the following facilities/services: 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Waterfront Hotel)		
33	Banquet or ballroom with minimum capacity for 20 pax		
34	Capacity for hybrid meeting set-up (such as but not limited to audio-visual presentation set-up, high-speed internet connection with at least 100mbps)		
35	One (1) U-Shape Table Setup for 8 Board Members (may vary, depending on the availability of the ex-officio members and their alternates) and 1 Acting Corporate Secretary		

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

36	Separate Table for 8 TPB Executives		
37	Long table for 7 Secretariat members / staff / other key personnel		
38	1 round table to be used by the VIPs during lunch		
39	Function room to be used from 9:30 AM until 6:00 PM		
40	Fully functional light and sound system with on hand technician for the duration of the function room usage		
41	Electric outlets/ extension cords per table		
42	10 wireless microphone at the U-shaped table per Board Member and Acting Corporate Secretary		
43	1 LCD Projector and Screen (rental included in the package)		
44	Signage stands for the meeting room and other directional signage		
45	Telephone unit with outside line for local calls		
46	Pens/pencils and pads at tables		
47	Replenishable mint, nuts, candies, or chips per table		
48	Food and Beverage -Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 4 kinds of main entrees excluding vegetables in the count)		
49	Submission of menu shall be subject to TPB's approval		
50	Afternoon snack inclusive of one round of soda, tea or fruit juice (Preferred: Sandwiches and/or Pasta)		
51	Option for early or packed lunch and/or snacks		
52	Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified		
53	Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going		
54	Food served shall be fresh, hot and ready at least 30 minutes before each meal		
55	Food shall be served to the VIPs at their table		
56	Minimum guarantee of 20 pax		
57	Arrangement Set-Up (In Session) All tables, chairs, dinnerware and glassware necessary for the event		
58	Designation of a banquet coordinator		
59	Waitstaff/service personnel clad in clean uniforms		

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

60	Stand-by dedicated waitstaff while the Board Meeting is being conducted		
61	1 dedicated waitstaff/service personnel for identified VIPs		
62	Any other arrangements that may be mutually agreed upon by TPB and the supplier.		
63	PROJECT IMPLEMENTATION SCHEDULE The indicative dates of the project implementation which shall cover the Regular Board of Directors' Meeting with PHITEX Activities are on 18 to 22 September 2023.		
64	TERMS OF PAYMENT Willing to provide services on a send-bill arrangement based on the entire actual cost.		
65	Preferably has a Landbank account. Payment will be made through LBP bank deposit.		
66	In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.		
67	Payment shall be made within thirty (30) days upon submission of the Statement of Account (SOA) after completion of the project.		
68	The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted from the total bid price and not from the ABC. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR.		
69	CONTRACT DURATION The contract shall commence from the issuance of the Notice to Proceed (NTP) until full implementation of all deliverables.		
70	FORCE MAJEURE Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.		

Name and signature of prospective bidder / Date