

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

### REQUIREMENTS: SERVICES OF TOUR OPERATOR

PROJECT: Bisita, Be My Guest Program Promotions in Tacloban City

Quotation No. TPB-PR.2023.10.256

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification]

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)
1	<u>Airline Tickets</u> <ul style="list-style-type: none"> <li>• Preferably Philippine Airlines</li> <li>• Roundtrip domestic air tickets for 3 pax inclusive of 20 kilos baggage allowance, other taxes &amp; applicable charges with comprehensive travel insurance of COVID-19 coverage</li> <li>• Route: MNL-TAC-MNL</li> </ul> <p>Must be rebookable, refundable or can be converted into travel fund</p>	
2	<u>Accommodation</u> <ul style="list-style-type: none"> <li>• Room accommodation for three (3) pax at Business category (if applicable/available) or its equivalent for one night, inclusive of breakfast</li> <li>• Based on one (1) single occupancy and one (1) twin sharing occupancy</li> <li>• With roundtrip airport – hotel transfers and v.v.</li> </ul>	
3	<u>Meals</u> <ul style="list-style-type: none"> <li>• Provision of AM, PM Snacks, Lunch and Dinner for 2 days for 3 pax amounting to PhP 1,000.00 per day per person</li> </ul>	
4	<u>Onsite-related expense</u> <ul style="list-style-type: none"> <li>• Provision of onsite-related expenses not more that PhP 10,000.00 for coordination meetings, load card for TPB personnel, porter fees, transportation to/ from MNL airport and other miscellaneous expenses</li> </ul>	

5	<b>Other terms and conditions</b> <ol style="list-style-type: none"> <li>1. Assistance in preparing/ securing entry documents, as necessary.</li> <li>2. Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>3. Willing to provide services on a “send-bill” arrangement. 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense.</li> </ol>	
6	<b>ADDITIONAL TECHNICAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;</li> <li>2. 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 2021-2023;</li> <li>3. Must be a DOT-accredited tourism establishment. Required to submit either a valid DOT – accreditation certificate or provisional accreditation certificate.</li> </ol>	
7	<b>PROJECT IMPLEMENTATION DATE</b> BBMG Program Regional Launch 12-13 October 2023 ( <i>indicative date</i> ) Summit Hotel, Tacloban City	
8	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>  The ABC is <b>SEVENTY-TWO THOUSAND PESOS ONLY (PHP 72,000.00)</b> inclusive of all applicable taxes and fees.	
9	<b>TERMS OF PAYMENT</b>  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.	
10	<b>CONTRACT DURATION</b>	

	The Contract shall commence upon the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.	
11	<b>TECHNICAL AND LEGAL REQUIREMENTS (must be submitted with Financial Proposal)</b> <ol style="list-style-type: none"> <li>1. Mayor's / Business Permit</li> <li>2. PhilGEPS Registration Number</li> <li>3. Notarized Omnibus Sworn Statement</li> <li>4. Accomplished Statement of Compliance to the Technical Specifications (see attached Compliance to the Technical Specification Form)</li> </ol>	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date