

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

**REQUIREMENTS: SERVICES OF TOUR OPERATOR FOR PHILIPPINE AIRLINES AND SHANGRI-LA
GLOBAL SALES FAMILIARIZATION TRIP
(PR No. 2.010)
Quotation No. TPB-PR.2024.02.048**

[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	<p>OBJECTIVES</p> <p>To provide premier MICE organizers with firsthand information and experiential opportunity that will feature the capability of the Philippines, particularly the destinations of Manila and Cebu, in handling MICE business events. The Department of Tourism (DOT’s) 2023 statistics shows that Singapore and Malaysia ranks 9th and 10th in the top tourists arrivals, signifying that Philippines is in their top of mind destination.</p> <p>In view of this, the TPB would need the services of a Tour Operator to facilitate/implement the tour and other requirements that the TPB Will provide for the MICE agents.</p>					
2	<p>A. Specifications</p> <table border="1" data-bbox="272 1462 1129 1771"> <tr> <td data-bbox="272 1462 587 1653">Number of Guests</td> <td data-bbox="587 1462 1129 1653"> <ul style="list-style-type: none"> • Eight (8) MICE Sales Agents • One (1) PAL Representative • Two (2) Shangri-La Representative </td> </tr> <tr> <td data-bbox="272 1653 587 1771">Guests Profile</td> <td data-bbox="587 1653 1129 1771"> <ul style="list-style-type: none"> • Malaysian, Singaporean, Philippines </td> </tr> </table>	Number of Guests	<ul style="list-style-type: none"> • Eight (8) MICE Sales Agents • One (1) PAL Representative • Two (2) Shangri-La Representative 	Guests Profile	<ul style="list-style-type: none"> • Malaysian, Singaporean, Philippines 	
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3	<p>B. Services and Deliverables</p> <table border="1" data-bbox="392 1973 1137 2045"> <thead> <tr> <th data-bbox="392 1973 708 2011">DELIVERABLES</th> <th data-bbox="708 1973 1137 2011">SPECIFICATIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="392 2011 708 2045">1. Transportation</td> <td data-bbox="708 2011 1137 2045"> <ul style="list-style-type: none"> • Indicative Dates Needed </td> </tr> </tbody> </table>	DELIVERABLES	SPECIFICATIONS	1. Transportation	<ul style="list-style-type: none"> • Indicative Dates Needed 	
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			<ul style="list-style-type: none"> - 14 March 2024 Whole Day - 15 March 2024 Half Day <ul style="list-style-type: none"> • One (1) unit of air-conditioned COASTER with comfortable VIP seats. Preferably, new, or not older than three years, subject to the approval of the TPB. • With professional and licensed driver with a good personality and well groomed. • Inclusive of driver's fee, gas, parking fees, toll fees, meals, and overtime fees. • Equipped with dashcam (front and back) and charger units for mobile phones • Must be DOT-accredited and/or PATTO accredited vehicle 	
		2. Travel Insurance	Comprehensive Travel Insurance with COVID-19 coverage worth P500,000.00 per pax (11 pax)	
		3. Tour Coordinator and Tour Guide	<ul style="list-style-type: none"> • Provision of: <ul style="list-style-type: none"> - One (1) Tour Coordinator - One (1) Tour Guide • Tour Coordinator must have at least two (2) years of experience of coordinating similar small tour groups. • Tour Guide must be: <ul style="list-style-type: none"> - Fluent and conversant in English language, preferably can also 	

			<p>speak Chinese language</p> <ul style="list-style-type: none"> - Duly licensed and/or DOT- accredited and preferably from a known/reputable organization that provides tour guides. - Well-versed in Philippine history, culture, tradition, art as well as current events 	
		4. Heritage Tour of Intramuros	<ul style="list-style-type: none"> • Cover all entrance fees c/o Tour Operator • Propose destinations: Fort Santiago, Destilleria Museum, San Agustin, Casa Manila 	
		5. Snacks	<ul style="list-style-type: none"> • Menu must be Filipino delicacies • Venue must be within Intramuros, preferably Barbara's. Tour Operator may suggest other appropriate venues. 	
4		6. Dinner	<ul style="list-style-type: none"> • Menu: Filipino • Number of Pax: 15 pax • Indicative Date: 14 March 2023 • Location : Preferably in Makati or BGC • Estimate Cost Per Pax: P5,000.00 	
		7. Welcome Gift	<ul style="list-style-type: none"> • Provide appropriate gifts for the group, preferably depicts the Philippines • Suggested item and packaging must be approved by the TPB 	

			Note: TPB to provide the “complimentary card” for the tokens	
		8. Itinerary	TPB Project Officer provide / coordinate the detailed itinerary for the group.	
		9. Others Requirements	<p>A. Must cover payments for permits, environmental fees, entrance fees, toll fees, parking fees, porter fees, communication expenses, gasoline.</p> <p>B. Onboard amenities : bottled water, cold towels, seet & mint candies, wet & dry tissues, alcohol)</p> <p>C. Onboard First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) and umbrellas.</p> <p>D. The driver, tour guide and coordinator must be fully COVID-19 vaccinated.</p>	
		10. Miscellaneous	Allocate an amount of P10,000.00 for contingency expenses and to cover the provision for incidental and onsite related expenses such as sampling of local delicacies.	
5	PROJECT IMPLEMENTATION SCHEDULE (INDICATIVE) <ul style="list-style-type: none"> • 14 March 2024, Whole Day (airport pick-up, tour, dinner, hotel) • 15 March 2024, Half Day (hotel – airport) 			

6	<p>APPROVED BUDGET FOR THE CONTRACT (ABC)</p> <p>The ABC is ONE THIRTY-FIVE THOUSAND PESOS ONLY (PHP 135,000.00) inclusive of all applicable taxes and fees.</p>	
7	<p>TERMS OF PAYMENT</p> <ul style="list-style-type: none"> • Send bill arrangements to the Tourism Promotions Board. <p>Statement of Account / Billing Statement addressed to: MARIA MARGARITA MONTEMAYOR NOGRALES Chief Operating Officer, Tourism Promotions Board 4/F Legaspi Towers 300, Roxas Blvd., Manila 1100</p> <ul style="list-style-type: none"> • Billing / statement of account must be accompanied by pertinent supporting documentation • Payment shall be made through Land Bank of the Philippines (LBP) account. Should the winning bidder do not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder. 	
8	<p>CONTRACT DURATION</p> <p>One-time engagement and shall commence from the issuance of the Notice to Proceed (NTP) until full/complete delivery of requirements.</p>	
9	<p>TECHNICAL REQUIREMENTS</p> <p>The Tour Operator must be:</p> <p>A. Duly accredited tour operator of the Department of Tourism (DOT). Submit accreditation certificate</p> <p>B. Engaged in the business as a travel and tour operator for at least three (3) years at the date and time of submission of bid.</p>	

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

Name of Company

Signature over Printed Name
of Authorized Representative

Date