

ANNEX A_TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR

I. BACKGROUND

The Philippine Department of Foreign Affairs (DFA), thru the United Nations and International Organizations (UNIO) unit, is spearheading the hosting of the *International Conference on Women, Peace and Security (ICWPS)* on 28-30 October 2024 at the Philippine International Convention Center (PICC), together with the Office of the Presidential Adviser on Peace, Reconciliation and Unity and the Philippine Commission on Women.

The ICWPS will gather foreign ministers and UN dignitaries and officials, and government representatives to discuss the implementation of the WPS agenda and promote women's participation in peace-building in the region and across the globe. The Conference is expecting 250 foreign participants.

The TPB is supporting the ICWPS event through its MICE Plus Program through sponsorship of Heritage Tour for its foreign delegates. As such, the TPB requires the services of a **tour operator** who will manage the activity.

II. OBJECTIVES

It is the TPB's mandate to market the Philippines as a major convention destination in Asia. As such, the TPB shall take charge of attracting, promoting, facilitating, and servicing large-scale events, national and international fairs and conventions, congress, exhibitions, incentive travels and the like.

III. SPECIFICATIONS

Event	HALF DAY CITY TOUR (HERITAGE TOUR)
Indicative Date	31 OCTOBER 2024, THURSDAY
Proposed Destinations	<ul style="list-style-type: none">• Rizal Monument• Fort Santiago• Running tour of Manila Cathedral, San Agustin Church, Centro de Turismo, Baluarte de San Diego and Casa Manila• Visit of National Museum of Natural History
Audience Profile	Foreign delegates mostly from ASEAN countries
Number of Participants	Maximum : 50 pax Minimum Guarantee : 25 pax

IV. SCOPE OF WORK / SERVICES

A. Transportation

- Provide one (1) unit air-conditioned tourist bus for 50 pax
- Preferably, vehicles must be new, or not older than three years, subject to the approval of the TPB.
- Provide professional and licensed driver with good personality and well groomed.
- Proposal must cover cost of gasoline expenses, tolls and parking fees, meals of drivers.

B. Tour Guide/s

- Provide at least two (2) duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide.
- Fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events.
- Must have at least 3 years-experience of tour guiding of foreign participants.

Tour Operator must submit the following documents of the Tour Guide five (5) days after receipt of Notice of Award (NOA):

1. Proof of Accreditation from DOT
2. Proof of membership in associations of tour guides
3. Resume and list of groups handled for the last three years

C. Tour Coordinator

- Must have at least 3 years-experience of coordinating tour groups with foreign delegates. (Submit resume of tour coordinator including the list of groups handled, five (5) days after receipt of Notice of Award).

D. Buffet Lunch

Provide buffet lunch, featuring Filipino and Spanish dishes. Venue must be within Intramuros and provides in-house local entertainment. Cost Estimate per pax is P1,500.

E. Token

Provide a simple token depicting Filipino culture, or items using green, sustainable and eco-friendly. Cost Estimate per pax is P1,500.00. Item and compliment card is subject to the approval of TPB. (Submit list of proposed items with photos together with the bid proposal)

F. Travel / Amenity Kits

Provide amenities in a small sustainable pouch or bags containing wet and dry tissues, candies, bottled water

G. Banner

Provide one (1) full color banner of 72x36 inches. Design to be provided by TPB.

H. Insurance

Provide appropriate general insurance coverage for 50 passengers.

I. Miscellaneous Expense

Must allocate an amount of P25,000.00 for ground/entrance fees, other onsite and contingency expenses

J. Other Requirements

- Tour Operator may propose/modify the itinerary as deemed fit for the group and in consideration of time, subject to TPB approval.
- Provide onboard the vehicle, First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
- Provide umbrellas.
- Provision of assisted-listening system (wireless tour guide audio system) is an advantage.
- Compilation of photos (in .jpeg format) of the tour in digital format to be sent via email to the TPB.

V. PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)

Indicative date of tour is on 31 OCTOBER 2024, Wednesday, 8:00 AM – 2:00 PM

VI. ADDITIONAL TECHNICAL REQUIREMENTS

The Tour Operator:

1. Must be a Filipino owned, operated and legally registered Travel and Tour Operator under Philippine laws. (Provide copy of current Mayor's or Business Permit)
2. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate)
3. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour.
4. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid.
5. Must have a professional track record in handling international groups. (Provide at least two government and private sectors similar projects handled for the past five years)

VII. APPROVED BUDGET FOR THE CONTRACT (BAC)

The Approved Budget for the Contract (ABC) is THREE HUNDRED FIFTY THOUSAND PESOS ONLY (P350,000.00) inclusive of all applicable fees and taxes.

VIII. TERMS OF PAYMENT

- A. Send bill arrangement.
- B. Supplier must submit the following documents:
 - Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

Chief Operating Officer / Officer-in-Charge
Tourism Promotions Board c/o the MICE Department
6th Floor, Five E-Com Center, Mall of Asia Complex, Pasay City
- C. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder do not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

IX. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

X. PROJECT OFFICERS' CONTACT INFORMATION

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