

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR
PHILIPPINE TOURISM DIPLOMATS DIVE PROGRAM - DIPLOMATS' NIGHT EVENT
ANILAO, MABINI, BATANGAS | 13 SEPTEMBER 2024

I. BACKGROUND

The Philippine Diplomats Dive Program is a new Dive Philippines Tourism Circuit event modeled after the Philippine Experience Program (PEP), but it highlights the country's diverse dive destinations and focuses on the members of the Diplomatic Community in the Philippines. It will kick off in Anilao, Batangas, and aims to promote the various dive destinations in the Philippines, such as Cebu, Bohol, Camiguin, Boracay, Negros, Davao, Coron, and Puerto Galera. It also seeks to promote sustainable tourism practices, highlight top-side attractions, and celebrate local arts and cultures.

The Department of Tourism (DOT) will invite foreign diplomats from the top scuba diving source markets to participate in learn-to-dive or discover scuba diving and fun diving activities, showcasing the Philippines as a premier scuba diving destination. It will also celebrate International Coastal Cleanup and World Tourism Month by organizing coastal and underwater cleanup activities in partnership with local stakeholders, the community, DENR, and local governments. This initiative promotes scuba diving as a sustainable sport while advocating responsible tourism.

In support of the DOT's initiatives, the Tourism Promotions Board seeks the services of a tour operator to host a dinner event, including entertainment and logistics support, for the event and TPB representatives in attendance.

II. OBJECTIVES

The program has the following objectives:

- a. To highlight the country's diverse dive destinations and focuses on the members of the Diplomatic Community in the Philippines
- b. To promote sustainable tourism practices
- c. To highlight top side attractions and celebrate local arts and cultures.

III. SCOPE OF WORK & DELIVERABLES

Catering/Food & Beverage with Venue Rental

- Provision of food and beverage requirements for dinner of 150 pax
- Should have at least 2 kinds of pass-around canapés and welcome drinks for 150 pax
- Should have curated menu selections and must include: 1 salad, 1 soup, 3 entrees, 1 pasta dish or vegetable dish, rice, 2 desserts, 1 round of drinks (soda or iced tea). Menu is subject to the approval of TPB
- Should be a themed managed buffet dinner set-up.
- Must be able to provide a sufficient number of uniformed and well-trained banquet service personnel
- The venue should be able to serve plated dinner for the VIPs with standby waiters for all VIP tables and a dedicated point person to attend to all arrangements
- Venue should include tables with proper skirting and chair set-up with centerpiece
- The venue should comfortably accommodate 150 pax with 10% buffer. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.) and with free-flowing coffee/ tea/ water
- Venue should be exclusive for 8 hours, inclusive of ingress and egress

- Venue should have Wi-Fi or LAN cable connection
- Venue should be able to provide holding room or events lounge
- Fresh flowers as centerpiece per table

Cultural Presentation/Show

- The performing group should be highly skilled and talented Filipino performers that will comprise an ensemble of a minimum of 10 male/female singers and/or dancers excluding the coordinator/production assistant
- Provide appropriate costumes and props necessary for the performers
- Shoulder the logistical expenses of the director, performers, and production assistants such as professional fees, travel arrangements including land transportation, airfare, accommodation, meals, and other miscellaneous expenses, as needed
- Provide show/presentation that will depict the best of the Philippines in music, songs, and dances, both traditional/cultural and contemporary genres in a fresh, dynamic, and unique approach, and fit for an international audience
- The show should feature the best of Philippine cultures from Luzon, Visayas and Mindanao, highlighting inclusivity and sustainability

Technical Requirements

- Upgraded audio system with speakers and wireless microphones
- Upgraded lights system with special effects
- LED wall screen, backdrop, and stage
- The supplier shall shoulder the transportation of the equipment and logistics of the technical team, generator set/electricity charge, ingress/egress fees or venue overtime

Accommodation

- Room accommodation for 4 pax at Business category (if applicable/available) or its equivalent for 2D1N with breakfast
- Check-in: 13 September 2024
Check-out: 14 September 2024

Land Transportation

- One (1) van (2018 model or newer) with driver (inclusive of gas, parking fees, meals, accommodation, and overtime fees)
- Itinerary:
13 September 2024: Manila to Anilao, Mabini, Batangas, and its environs
14 September 2024: Anilao, Mabini, Batangas, and its environs to Manila
**Itinerary may include residential pick-up and drop-off of TPB personnel*

Meals

- Provision of AM, PM Snacks, Lunch, and Dinner for 2 days for 4 pax amounting to PhP1,500.00 per day per person

Onsite-Related Expenses

- Provision of onsite-related expenses not more than PhP15,000.00 for coordination meetings, load card for TPB personnel, additional pax, supplies, and other contingency expenses

Other terms and conditions

- Assistance in preparing/ securing entry documents, as necessary.
- Willingness to respond to immediate/unforeseen changes in specifications.
- Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office involved.

IV. QUALIFICATION OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws
2. Must show proof that the bidder has handled at least three (3) similar events/projects for the past three (3) years. Required to submit a list of at least three (3) similar events/projects handled from 2021-2024.
3. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate

IV. PROJECT IMPLEMENTATION DATE

Project : Philippine Tourism Diplomats Dive Program – Diplomats’ Night Event

Date : 13 September 2024 (Indicative date)

Venue : Mabini, Anilao, Batangas

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **EIGHT HUNDRED THOUSAND PESOS (PHP800,000.00)** inclusive of all applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment will be on a send-bill arrangement and will be based on actual cost. Payment Term will be thirty (30) days and 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 will be made through LBP bank deposit. Otherwise, bank charges will be shouldered by the service provider.

VII. CONTRACT DURATION

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

VIII. PROJECT OFFICER’S CONTACT INFORMATION

For particulars, please contact the following:

RONILEEN RAE T. BAUTO

Project Development Officer III

Domestic Promotions Department

ronileen_bauto@tpb.gov.ph