



# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF REGIONAL TRAVEL FAIR LOT 1-2 (ITB No. 2025-013)**

Government of the Republic of the Philippines

**Sixth Edition  
July 2020**

### **Preface**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any

branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be

printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

## INVITATION TO BID (ITB) NO. 2025-013

### SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF REGIONAL TRAVEL FAIR (2 LOTS)

- The **Tourism Promotions Board Philippines (TPBPHL)**, through the **2025 Approved Corporate Operating Budget**, intends to apply the sum of **Ten Million Three Hundred Thousand Pesos Only (Php10,300,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF)/ITB No. 2025-013**. The procurement project is divided into **two (2) lots** broken down as follows:

Lot Number	Item/Project Description	Amount
1	15 <sup>th</sup> RTF: Cagayan Valley Region II (Tuguegarao City)	PHP 5,150,000.00
2	16 <sup>th</sup> MIMAROPA Region IV-B (Puerto Princesa City, Palawan)	PHP 5,150,000.00
Total ABC		PHP10,300,000.00

The bidder may bid for any or all the lots, the contract shall be awarded on a per lot basis. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

- The **TPBPHL** now invites bids for the above Procurement Project. The schedule of delivery of the Goods is provided in **Section VI (Schedule of Requirements)**. Bidders should have completed, within the last **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II (Instructions to Bidders)**.
- Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens, sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

- Prospective Bidders may obtain further information from **TPBPHL** through its Bids and Award Committee Secretariat via email: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.

BAC Secretariat  
Procurement Management Division  
6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

5. A complete set of Bidding Documents may be acquired by interested Bidders on **February 18 to March 18, 2025 (10:00 A.M.)** by sending your request to [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph) or by downloading through PhilGEPS or TPBPH website and *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.*

The cost of bidding documents for any combination of lots shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00

The payment can be made through the TPBPHL Landbank Account or the TPBPHL cashier. Please email the BAC Secretariat a copy of the bank transmittal slips or the official receipt on or before the deadline for the submission of bids.

Bank Details:  
Land Bank of the Philippines  
Sheraton Century Park Branch  
Harrison Plaza, Adriatico St., Malate Manila  
Tourism Promotions Board  
Account Number: 1772-1034-13

The Procuring Entity allows the bidder to present its proof of payment for the fees through electronic means.

6. The TPBPHL will hold a Pre-Bid Conference on **March 4, 2025 2:00 P.M.** through video conferencing or webcasting via Zoom Virtual Platform which shall be open to prospective bidders.

Interested bidders may obtain the Zoom link of the Pre-Bid Conference from the BAC Secretariat through emails: [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph).

7. Bids must be in a **sealed envelope** and shall be duly received by the BAC Secretariat at the office address indicated below, on or before **March 18, 2025 at 10:00 A.M.** Late bids shall not be accepted.

Procurement Management Division  
Tourism Promotions Board Philippines  
6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City

Each prospective bidder shall submit one (1) original and two (2) copies of its Technical and Financial Documents.

The Bids **Main Envelope** shall be labelled as follows:  
(The Project Identification Number is **ITB No. 2025-013**)

**TECHNICAL AND FINANCIAL BID**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

**DO NOT OPEN:** <Date and Time for the Opening of Technical Bid>

The **Main Envelope** shall contain **two (2) separate envelopes**, each envelope shall be labeled as follows:

**(1) TECHNICAL ENVELOPE**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

**DO NOT OPEN:** <Date and Time for the Opening of Technical Bid>

**(2) FINANCIAL ENVELOPE**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

**DO NOT OPEN:** <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain **three (3) separate Envelopes** labeled as follows:

**(i) ORIGINAL Technical Envelope**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

**DO NOT OPEN:** <Date and Time for the Opening of Technical Bid>

**(ii) COPY 1 Technical Envelope**

<BAC Chairperson>

<Title of the Project/Project Identification No. /Lot No.>

<Company Name and Address of the Bidder>

**DO NOT OPEN:** <Date and Time for the Opening of Technical Bid>

**(iii) COPY 2 Technical Envelope**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain the following Legal, Technical, and Financial documents, Bidders are encouraged to properly label each section of the Bids using tabs for the following:

1. PhilGEPS Platinum Certificate (All pages)
2. Statement of Ongoing Gov't and Private Contracts
3. Statement of Bidder's Single Largest Completed Contract (SLCC)
4. Computation of Net Financial Contracting Capacity (NFCC) or Line of Credit
5. Joint Venture Agreement (JVA)
6. Bid Security
7. Conformity with Technical Specifications
8. Notarized Omnibus Sworn Statement
9. Other Documentary Requirements as specified in the Technical Specifications

The **Financial Envelope** shall contain three (3) separate Envelopes labeled as follows:

**(i) ORIGINAL Financial Envelope**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

**(ii) COPY 1 Financial Envelope**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

**(iii) COPY 2 Financial Envelope**

<BAC Chairperson>

<Title of the Project/Project Identification No./Lot No.>

<Company Name and Address of the Bidder>

DO NOT OPEN: <Date and Time for the Opening of Technical Bid>

The **Financial Envelope** shall contain the following financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

The Financial Bid shall be considered incomplete, non-responsive, and automatically disqualified if it does not indicate the bid price in all of the required items in the Bidding Documents, in accordance with Section 32.2.1 (a) of the 2016 revised IRR of RA No. 9184

Please see Diagram/Illustration in the Bidding Document **Section III (Bid Data Sheet)**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 18, 2025 2:00 P.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**BAC Meeting Room**  
**Tourism Promotions Board Philippines**  
**6F Five Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City**

10. Bidder who's Bid was declared the Single/Lowest Calculated Responsive Bid (S/LCRB) shall submit a third copy of the Technical and Financial Bid, upon the request of the Secretariat.
11. The TPBPHL reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:  
*Ms. Janet G. Villafranca / Mr. Socrates G. Torres*  
**BAC Secretariat, Tourism Promotions Board Philippines**  
*6th Floor Five E com Center Harbor Drive,*  
*MOA Complex Pasay City*  
Email at [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), [soc\\_torres@tpb.gov.ph](mailto:soc_torres@tpb.gov.ph)
13. You may visit the following website:  
For downloading of Bidding Documents: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) or [www.tpb.gov.ph](http://www.tpb.gov.ph)

*February 18, 2025*

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**MR. ARNOLD T. GONZALES**  
Chairperson  
Bids and Award Committee

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, Tourism Promotions Board Philippines (TPBPHL), wishes to receive Bids for the **Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF) Lot 1-2**, with identification number **ITB No. 2025-013**.

The Procurement Project (referred to herein as “Project”) is composed of **Two (2) Lots**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2025 Approved Corporate Operating Budget** in the amount of **Ten Million Three Hundred Thousand Pesos Only (PhP10,300,000.00)**.

2.2. The source of funding is:

**Corporate Operating Budget CY 2025.**

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]*  
The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **March 4, 2025 2:00 P.M.** through video conferencing or webcasting via Zoom Link which shall be open to prospective bidders.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last **three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May

2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:].*

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: **Philippine Peso.**

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until, **120 days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

### 17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: **Separate contracts per lot.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. *[Include if Framework Agreement will be used:]*

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

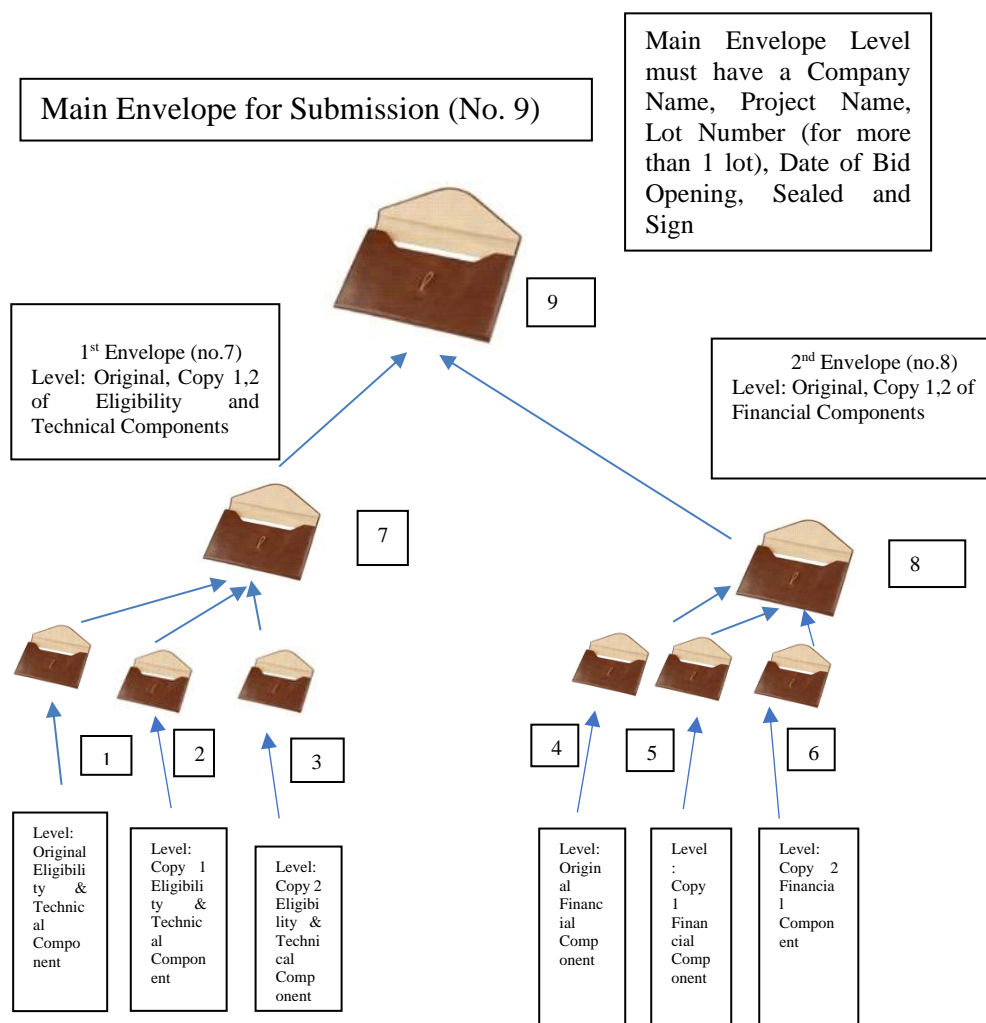
- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, shall be:</p> <p><b>Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF)</b></p> <p><b>Include the following services but not limited to:</b> Travel Exchange (TRAVEX)/(B2B) ON-SITE, Business-to-Consumer (B2C), Pre/Post Tour Activities of the RTF Sellers and Buyers, Transportation Services, Air tickets requirements, Travel Insurance of TPB Personnel, Hotel Accommodation, Courier or additional baggage allowances, Meal Arrangements TPB Secretariat. Contingencies, Airport Transfers, Transportation Airport Transfers/Shuttle Services, Meal Requirements, Other requirements, Giveaways during Post Tour, Luggage Tags, Health care kits, Travel Insurance of Sellers/Exhibitors, T-shirt for the Tour and B2C, Documentation of Tours, Lease of Venue, On-site Related Expenses.</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>The price of the Items/Goods shall be quoted DDP,TPB Office, 6th Floor 5-ECOM Center Harbor Drive,MOA Complex Pasay City or the applicable International Commercial Terms (INCOTERMS) for this project.</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p><b>Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF) Lot 1-2</b></p> <p><b>Lot 1:</b> <b>ABC: Php5,150,000.00</b></p> <p style="padding-left: 40px;">a. The amount of not less than <b>Php103,000.00</b> [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p style="padding-left: 40px;">b. The amount of not less than <b>Php257,500.00</b> [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond</p> <p><b>Lot 2:</b> <b>ABC: Php5,150,000.00</b></p>

	<p>a. The amount of not less than <b>Php103,000.00</b> [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Php257,500.00</b> [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond</p>
15	<p><b>Documents comprising the Bid: Eligibility and Technical Components</b> The first envelope shall contain the <b>eligibility and technical documents</b> of the Bid as specified in <b>Bidding Document Section VIII (Checklist of Technical and Financial Documents)</b>.</p> <p>Include/Attached also the following:</p> <ol style="list-style-type: none"> <li>1) Attach the Certificate of Satisfactory Completion for Single Largest Completed Contract (SLCC) within the <b>three (3) years</b> from the date of submission and receipt of bids.</li> <li>2) For the statement of all ongoing government and private contract attached <b>any of the following: signed Notice of Award, Notice to Proceed, Contract / Purchase Order or each equivalent.</b></li> <li>3) Failure to submit the certificate of completion of the project or any proof thereof, including the supporting documents shall be a ground for disqualification of eligibility</li> </ol> <p><b>Documents comprising the Bid: Financial Component</b> The second bid envelope shall contain the <b>financial documents</b> for the Bid as specified in <b>Bidding Document Section VIII (Checklist of Technical and Financial Documents)</b>.</p> <p>Bidders shall submit their bids through their duly authorized representative using the appropriate forms before the deadline specified in the <b>ITB No. 2025-013</b> in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The <b>first</b> shall contain the <b>eligibility and technical component</b> of the bid, including the eligibility requirements and the <b>second</b> shall contain the <b>financial component</b> of the bid. <b>This shall also be observed for each lot in the case of lots (more than one 1 lot) procurement.</b></p> <p>The Bidder shall prepare and submit an <b>original of the first and second envelopes</b>. In addition, the Bidder shall <b>submit 2 copies of the first and second envelopes</b>. In the event of any discrepancy between the original and the copies, the original shall prevail.</p>
15.1	<p><b>A complete set of Bid Proposal must/shall be submitted separately per Lot for more than one (1) Lot Bid Proposal</b></p>

## Envelope Illustration on the manners of submission.



### Legal and Technical Component

- 1) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages)
- 2) Statement of all its ongoing government and private contract within the last **3 years** from the date of submission and receipt of bid including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- 3) Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last **3 years** from the date of submission and receipt of bid, contract should be at least fifty percent (50%) of the ABC
- 4) Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC or a committed Line of Credit from a Universal or Commercial Bank
- 5) Audited Financial Statements, showing, among others, the supplier' total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
- 6) Valid joint Venture Agreement, if applicable
- 7) Bid Security: Notarized Bid Securing Declaration or Cash or Cashier's/ Manager's check, 2% of the ABC or Surety Bond - 5% of the ABC
- 8) Conformity with Technical Specifications as enumerated and specified in Section VII of the Bidding Documents (Technical Specifications) duly signed by company representative.

	<p>9) Notarized Revised Omnibus Sworn Statement</p> <p>and</p> <p><b>10) Additional Technical Components: Technical Documents as specified in the Technical Specifications</b></p> <p><b>Financial Component:</b></p> <p>1) Accomplished Bid Form</p> <p>2) Accomplished Price Schedule</p> <p><b>A complete set of Bid must/shall be submitted separately per Lot for more than one (1) Lot Bid.</b></p>
19.3	<p>The Project shall be awarded as <b>per lot contract</b>.</p> <p>Contract title:</p> <p><b>Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF) Lot No. 1</b></p> <p><b>Or</b></p> <p><b>Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF) Lot No. 2</b></p>
20	<p>The original copy of the following documents shall be presented during the Post-Qualification:</p> <ol style="list-style-type: none"> <li>1. PHILGEPS Platinum Certificate (all pages)</li> <li>2. Business/Mayor's Permit</li> <li>3. SEC Registration and the Articles of Incorporation</li> <li>4. Tax Clearance Certificate</li> <li>5. Latest Audited Financial Statement</li> <li>6. General Information Sheet</li> <li>7. Board Resolution (reference to the Omnibus Sworn Statement and Secretary's Certificate)</li> <li>8. Notice of Award or Contract or Notice to Proceed for ongoing projects (Reference to the List of Ongoing Projects submitted)</li> </ol>
20.2	<i>Not Applicable</i>
21.2	<i>Not Applicable</i>

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

*[Include the following clauses if Framework Agreement will be used:]*

- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*{[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.}*

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

#### **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from within the Philippines: the delivery terms applicable to this Contract are delivered in World Expo Osaka, Japan. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p><b>For purposes of this Clause the Procuring Entity’s Representative at the Project Site</b> are Edmon Gerald A. Loza/ Michelle S. Alcantara / Zophia Mae Lanuza</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirement.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>28</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>
	<p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site,</p>

	<p>transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>						
2.2	<p><b>TERMS OF PAYMENT</b></p> <p>Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements of each milestone stated below. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the billing. Payment is based on the actual number of participants and costs incurred and will be paid thirty (30) days upon receipt of a Statement of Account (SOA) or Billing Statement together with the complete supporting documents.</p> <table border="1"> <thead> <tr> <th>PARTICULARS</th><th>TERMS OF PAYMENT</th></tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Upon completion of site validation</li> </ul> </td><td>15% of the total contract price</td></tr> <tr> <td> <ul style="list-style-type: none"> <li>Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li> <li>Approved sample of giveaway for mass production</li> </ul> </td><td>70% of the total contract price</td></tr> </tbody> </table>	PARTICULARS	TERMS OF PAYMENT	<ul style="list-style-type: none"> <li>Upon completion of site validation</li> </ul>	15% of the total contract price	<ul style="list-style-type: none"> <li>Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li> <li>Approved sample of giveaway for mass production</li> </ul>	70% of the total contract price
PARTICULARS	TERMS OF PAYMENT						
<ul style="list-style-type: none"> <li>Upon completion of site validation</li> </ul>	15% of the total contract price						
<ul style="list-style-type: none"> <li>Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li> <li>Approved sample of giveaway for mass production</li> </ul>	70% of the total contract price						

		<ul style="list-style-type: none"> <li>• Approved Menu for the meal requirements of participants</li> </ul>	
		<ul style="list-style-type: none"> <li>• Submission of Photos, SDE and Accomplishment or Terminal Report</li> <li>• Complete delivery of giveaways</li> </ul>	15% of the total contract price
		<b>TOTAL</b>	100% of the total contract price
4	The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.		

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
Schedule of requirement for all items are indicated in the Technical Specifications				

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

## INVITATION TO BID (ITB) NO. 2025-013

### SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF REGIONAL TRAVEL FAIR LOT 1

[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 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.]

Item	Specification	Statement of Compliance
1	<p><b>SCOPE OF WORKS AND SERVICES OF RTF</b></p> <ul style="list-style-type: none"><li>• RTF SECRETARIAT REQUIREMENTS</li></ul> <p><b>Transportation</b></p> <p><b>Advance Team</b></p> <ul style="list-style-type: none"><li>• Two (2) units vans - For the TPB Secretariat and Officers (8 days)</li></ul> <p><b>TPB/DOT Officials</b></p> <ul style="list-style-type: none"><li>• One (1) unit van – for the TPB Officials (5 days)</li><li>• Should be captain seats</li></ul> <p><b>Specification of Vans:</b></p> <ol style="list-style-type: none"><li>a. Van model must be at least 2018 or newer</li><li>b. Inclusive of fuel, driver, parking, and other related expenses</li><li>c. Inclusive of driver accommodation, meals, and other expenses</li><li>d. Maximum use of 15 hours per day inclusive of overtime and driver’s overtime</li><li>e. Includes third-party liability insurance</li></ol>	

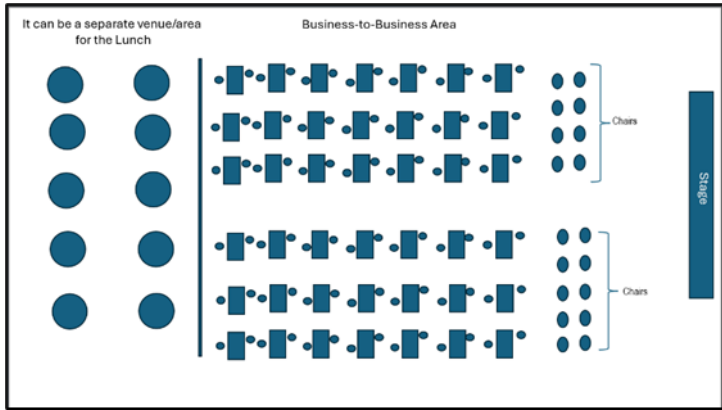
	<ul style="list-style-type: none"> <li>f. Provision of First Aid kit and umbrellas on board</li> <li>g. Equipped with GPS or Waze and charge units for phones</li> <li>h. Driver should have strong navigation skills</li> <li>i. Draft itinerary provided (subject to change without prior notice)</li> <li>j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.</li> </ul>	
2	<b>Air tickets requirements</b> <ul style="list-style-type: none"> <li>a. Twenty (20) air tickets for TPB Personnel/Staff and Officials Route : (Manila-Tuguegarao-Manila)</li> <li>b. Economy seats for TPB Personnel and Officials</li> <li>c. 20 kgs. baggage allowance per way for the TPB Officials and Personnel</li> <li>d. Inclusive of services of online check-in and other requirements as may be deemed necessary</li> <li>e. Must be rebookable and refundable</li> </ul>	
3	<b>Travel Insurance of TPB Personnel</b> <ul style="list-style-type: none"> <li>a. Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.</li> </ul>	
4	<b>Hotel Accommodation</b> <ul style="list-style-type: none"> <li>a. 8 days/7 nights – Six (6) Rooms Twin Sharing <i>** 2 beds in a room</i></li> <li>b. 6 days/5 nights- Six (6) Twin Sharing <i>** 2 beds in room</i></li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> </ul>	
5	<b>Courier or additional baggage allowances</b> <ul style="list-style-type: none"> <li>a. Courier of 20 boxes Manila-Tuguegarao-Manila (as applicable)</li> <li>b. Estimated 23 kilos per box</li> </ul>	
6	<b>Meal Arrangements TPB Secretariat</b> <ul style="list-style-type: none"> <li>a. Meals for 8 days in the amount of Php1,500 per pax/day inclusive of lunch and dinner</li> <li>b. No. of pax TPB/DOT Personnel: Thirty (30)</li> <li>c. This will include the departure from Manila and from Tuguegarao</li> <li>d. Lunch arrangement for forty (40) pax for the VIPs during the opening of B2C (can be within or outside the mall and subject to TPB approval)</li> </ul>	
7	<b>Contingencies</b> Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expense. Billing for this requirement should be based on actual expenses with receipts. <ul style="list-style-type: none"> <li>a. Coordination Meetings (Pre-During-Post Preparations) <span style="float: right;">Php 30,000.00</span></li> <li>b. Communication of TPB Personnel <span style="float: right;">7,000.00</span></li> <li>c. Supplies and Materials <span style="float: right;">10,000.00</span></li> <li>d. Other air ticket requirements <span style="float: right;">30,000.00</span></li> <li>e. Other related expenses <span style="float: right;">20,000.00</span></li> <li><b>Total</b> <span style="float: right;"><b>PhP97,000.00</b></span></li> </ul>	

8	<b>Airport Transfers</b> a. Provision of airport transfers for all TPB Personnel including departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical.	
9	<b>RTF SELLER/EXHIBITORS REQUIREMENTS</b> <b>Transportation Airport Transfers/Shuttle Services</b> • <b>Number of Transportation Units Needed:</b> Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans whichever is applicable and dedicated to RTF Sellers.  <b>Specification:</b> a. Transportation model must be at least 2018 or newer b. Inclusive of fuel, driver, parking, and other related expenses c. Inclusive of driver accommodation, meals, and other expenses d. Maximum use of 15 hours per day inclusive of overtime and driver's overtime e. Includes third-party liability insurance f. Provision of First Aid kit and umbrellas on board g. Equipped with GPS or Waze and charge units for phones h. Driver should have strong navigation skills i. Draft itinerary provided (subject to change without prior notice) j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour	
10	<b>Hotel Accommodation</b> DOT /BARRM – 34 Previous Host Region 4 Attached Agencies - 10 Sellers Host Regions- 16 Presenters - 5 Airlines/Shipping - 6 <b>Total : - 75</b>  a. 5 days/4 nights b. Forty (40) Twin Sharing with 2 beds c. Designated hotel should be preferably near the Robinsons Tuguegarao area. d. Inclusive of breakfast e. 3-star category or equivalent (indicate the name of accommodation in the technical bid) f. With Wi-Fi connection g. Final rooming list will be advised five (5) days before the check-in date	
14	<b>Meal Requirements</b>  • Meals in the amount of Php1,500.00 per day per pax inclusive of drinks • Menu is subject to TPB's approval a. <b>1<sup>st</sup> day Arrivals</b> 100 pax for early arrivals lunch and dinner b. <b>c/o 2<sup>ND</sup> day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b>	

	<p>c. <b>3<sup>rd</sup> day for the B2C (1<sup>st</sup> day)</b> 100 pax for lunch, PM snacks, and dinner</p> <p>d. <b>4<sup>th</sup> day for the B2C (2<sup>nd</sup> day)</b> 100 pax for lunch, PM snacks and dinner</p>	
15	<p><b>Other requirements</b></p> <p>a. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the pre-tour for sellers.</p> <p>b. Tour Guide/s should be DOT Accredited</p> <p>c. Inclusion of enhanced tour for the group</p> <p>d. Welcome dancers with lei reception for the group. TPB to identify the venue.</p> <p>e. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</p> <p>f. Onboard water to hydrate the participants</p> <p>g. Printing of Photo Op Banner (Design to be provided by TPB)</p>	
16	<p><b>Giveaways during Post Tour</b></p> <p>a. Printing, production and delivery of one hundred fifty (150) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.</p> <p>b. Sizes</p> <ul style="list-style-type: none"> <li>• 30 pcs. Small</li> <li>• 30 pcs. Medium</li> <li>• 30 pcs. Large</li> <li>• 30 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 15 pcs. XXXL</li> </ul>	
17	<p><b>Luggage Tags</b></p> <p>Provision of one hundred fifty (150) pcs. of luggage tags for RTF Sellers</p>	
18	<p><b>Health care kits</b></p> <p>Provision of one hundred (100) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, mints and tissues)</p>	
19	<p><b>Travel Insurance of Sellers/Exhibitors</b></p> <p>Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.</p>	
20	<p><b>RTF BUYER'S REQUIREMENTS</b></p> <p><b>1. Meal Requirements</b></p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• Meals in the amount of Php1,500.00 per day per pax inclusive of drinks and AM/PM Snacks</li> </ul> <p>The menu is subject to TPB's approval</p> <p><b>a. 1<sup>st</sup> day Arrivals</b> 55 pax for early arrivals lunch and dinner</p> <p><b>b. c/o 2ND day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></p> <p><b>a. 3<sup>rd</sup> day for the B2C and Post Tour</b> 55 pax for lunch, PM snacks, and dinner</p> <p><b>b. 4<sup>th</sup> day for the Post Tour</b> 55 pax for the post tour lunch, AM/PM snacks and dinner</p>	

21	<b>Hotel Accommodation</b> <ul style="list-style-type: none"> <li>a. 5 days/4 nights</li> <li>b. Twenty (27) Twin Sharing with 2 beds</li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> <li>g. Final rooming list will be advised five (5) days before the check-in date</li> </ul>	
22	<b>Transportation for RTF Buyers</b> <ul style="list-style-type: none"> <li>a. Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans which ever applicable and dedicated to RTF Buyers.</li> <li>b. Duration: 5 days</li> <li>c. Transportation model at least 2018 or newer</li> <li>d. Inclusive of fuel, driver, parking, and other related expenses</li> <li>e. Inclusive of driver accommodation, meals, and other expenses</li> <li>f. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>g. Includes third-party liability insurance</li> <li>h. Provision of First Aid kit and umbrellas on board</li> <li>i. Equipped with GPS or Waze and charge units for phones</li> <li>j. Driver should have strong navigation skills</li> <li>k. Draft itinerary provided (subject to change without prior notice)</li> <li>l. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>	
23	<b>Other requirements</b> <ul style="list-style-type: none"> <li>a. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the tour as mutual agreement of TPB and winning bidder.</li> <li>b. Tour Guide/s should DOT Accredited</li> <li>c. Inclusion of incentivized tour for the group</li> <li>d. Welcome dancers with leis reception for the group TPB to identify the venue</li> <li>e. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</li> <li>f. Onboard water to hydrate the participants</li> <li>g. Printing of Photo Op Banner (Design to be provided by TPB)</li> </ul>	
24	<b>Health Care Kits</b> <p>Provision of sixty (60) pouches of care kits for safety protocol (alcohol or sanitizer, wipes, and tissues) for the TPB/DOT personnel and participants)</p>	

25	<b>Travel Insurance of RTF Buyers</b>  Individual comprehensive travel insurance including medical emergency coverage in the amount of PhP500,000.00.	
26	<b>T-shirt for the Tour and B2C</b>  a. Printing, production and delivery of one hundred (100) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton. b. Sizes: <ul style="list-style-type: none"> <li>• 10 pcs. Small</li> <li>• 20 pcs. Medium</li> <li>• 25 pcs. Large</li> <li>• 20 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 10 pcs. XXXL</li> </ul>	
27	<b>Luggage Tag</b>  Provision of one hundred (100) pcs. luggage tag for RTF Buyers	
28	<b>PHOTO/VIDEO DOCUMENTATION FOR THE RTF PRE/POST TOUR</b>  <b>Documentation of Tours</b>  a. Documentation of the tour b. At least two (2) videographers/photographers c. Submit a 3-5 -minute (SDE) d. Submit a 3–5-minute video highlights of the tour e. Inclusive of meals and accommodation f. All raw and edited files to be submitted to TPB within 2 weeks after the event and will be exclusive property of TPB	
29	<b>BUSINESS-TO-BUSINESS REQUIREMENTS</b>  <b>Lease of Venue</b>  a. Venue must be at least 600 to 1,000 square meters for the B2B b. Capacity: 60-70 classroom set up c. Must have 60-70 IBM tables with at least 3 chairs d. Function Room for Lunch during B2B (separate room from the B2B Function Room if applicable) e. Round Table Set-up for Lunch (if applicable) Proposed set-up f. Technical Requirements for the Function Rooms g. With centralized air conditioning system and well-lit during the event proper h. With complimentary Wi-Fi for guests and high-speed internet for the technical requirements of the event. i. With complimentary use of available LCD Screen and Projector j. With internet connection that can accommodate 150-200 users	

	<p>k. With signage in the event area</p> <p>l. Provision of physical and technical Requirements, as follows:</p> <ul style="list-style-type: none"> <li>• audio and visual equipment</li> <li>• mixing console</li> <li>• USB Player</li> <li>• at least 3 Microphones (wired and wireless)</li> <li>• stage for the presentation (at least 12 x 20 ft. and 3 ft in height)</li> <li>• mobile projector screen (10.5 x 14 ft. screen)</li> <li>• podium with gooseneck microphone</li> <li>• extension cords available in each table</li> <li>• lounge chairs on stage</li> <li>• stage risers</li> </ul> <p>f. Assistance during physical and technical set-up, as needed</p> <p>g. Indicate the name of venue in the technical bid</p>	
30	<p><b>Proposed Set-up</b></p> 	
31	<p><b>Food and beverage</b></p> <ol style="list-style-type: none"> <li>AM/PM Snacks for 200 pax</li> <li>Lunch for 200 pax</li> <li>Managed buffet for lunch with one round of iced tea, juice, or soda</li> <li>Flowing coffee/tea during the event</li> <li>Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>Dressed tables/chairs with center piece according to the theme in coordination with the assigned RTF Event Management Company.</li> <li>Uniformed and well-trained banquet service</li> <li>With centralized air conditioning system and well-lit</li> <li>Can provide basic sound system with wireless microphone, if necessary</li> <li>Must be flexible and could adjust immediately to urgent requirements.</li> <li>Other arrangements that may be mutually agreed upon by the TPB.</li> <li>Inclusive of 10% buffer for food and beverage</li> <li>Must submit the menu prior to the event for the TPB's approval</li> </ol>	

32	<b>WELCOME DINNER REQUIREMENTS (Lease of Venue with F &amp; B)</b>  <b>Venue</b> <ul style="list-style-type: none"> <li>a. Venue must be available on the specified date 7:00 PM to 11:00 PM with allowed ingress time prior to the event</li> <li>b. Venue must be able to accommodate two hundred fifty pax (250)</li> <li>c. Must be within the city near the official hotels</li> <li>d. Availability of parking space and passes for TPB official vehicles, delegates, and VIP</li> <li>e. New resort/hotel/theme park experience that can be site inspected by the delegates as a new property.</li> <li>f. Inclusive of 10% buffer for the food and beverage</li> <li>g. Indicate the name of venue in the technical bid</li> </ul>	
33	<b>Food and Beverages</b> <ul style="list-style-type: none"> <li>a. In a round table Set-up</li> <li>b. Managed buffet with one round of iced tea, juice, or soda</li> <li>c. Flowing coffee/tea during the event</li> <li>d. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>e. Dressed tables/chairs with center piece according to the theme.</li> <li>f. Uniformed and well-trained banquet service</li> <li>g. With centralized air conditioning system and well-lit</li> <li>h. Can provide basic sound system with wireless microphone, if necessary</li> <li>i. Must be flexible and could adjust immediately to urgent requirements.</li> <li>j. Other arrangements that may be mutually agreed upon by the TPB.</li> <li>k. Inclusive of 10% buffer for the food and beverage</li> <li>l. Must submit menu prior to the event for the TPB's approval</li> </ul>	
34	<b>SITE VALIDATION (3 days/2nights)</b>  <b>Accommodation</b> <ul style="list-style-type: none"> <li>a. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>b. Two (2) rooms based on twin sharing inclusive of daily breakfast</li> <li>c. Must have stable internet connection</li> </ul>	
35	<b>Air tickets</b> <ul style="list-style-type: none"> <li>a. Air tickets for two (2) pax</li> <li>b. Inclusive of comprehensive travel insurance</li> <li>c. 20 kilograms baggage allowance per person per route</li> <li>d. Must be rebookable and refundable</li> </ul>	
36	<b>Transportation</b> <ul style="list-style-type: none"> <li>a. One (1) unit of van per destination; must be at least 2018 model or newer</li> <li>b. Van Transportation model at least 2018 or newer</li> <li>c. Inclusive of fuel, driver, parking, and other related expenses</li> <li>d. Inclusive of driver accommodation, meals, and other expenses</li> </ul>	

	<ul style="list-style-type: none"> <li>e. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>f. Includes third-party liability insurance</li> <li>g. Provision of First Aid kit and umbrellas on board</li> <li>h. Equipped with GPS or Waze and charge units for phones</li> <li>i. Driver must be well-uniformed and should have strong</li> <li>j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</li> </ul>										
37	<b>Travel Insurance of TPB Personnel</b>  Individual comprehensive travel insurance including medical emergency coverage in the amount of PhP500,000.00.										
38	<b>Meals</b> a. Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner) b. Computation: 3 days x PhP1,500 x 10 pax= PhP45,000.00										
39	<b>On-site Related Expenses</b>  Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. Billing for this requirement should be based on actual expenses.  a. Communication - Php 1,000.00 b. Supplies and Materials - 2,000.00 c. Coordination Meetings - <u>13,000.00</u> <b>Total</b> <span style="float: right;"><b>Php16,000.00</b></span>										
40	<b>Airport Transfers</b> Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical										
41	<b>DOT Accreditation</b>  Bidder must submit a certificate of DOT Accreditation together with the technical bid.										
42	<b>OTHER TECHNICAL REQUIREMENTS</b>  a. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Essential Team Members</th><th>Minimum No. Experience</th><th>Educational Background</th></tr> </thead> <tbody> <tr> <td>Project Manager/Team Leader</td><td>At least 3 years</td><td>College Graduate</td></tr> <tr> <td>Assistant Project Manager</td><td>At least 3 years</td><td>College Graduate</td></tr> </tbody> </table>	Essential Team Members	Minimum No. Experience	Educational Background	Project Manager/Team Leader	At least 3 years	College Graduate	Assistant Project Manager	At least 3 years	College Graduate	
Essential Team Members	Minimum No. Experience	Educational Background									
Project Manager/Team Leader	At least 3 years	College Graduate									
Assistant Project Manager	At least 3 years	College Graduate									

	<p>b. Coordinators for the following (to submit CV within 5 calendar days from the date of receipt of Notice of Award):</p> <ul style="list-style-type: none"> <li>• 1 Tour/Transportation Coordinator</li> <li>• 1 Hotel Accommodation Coordinator</li> <li>• 1 Food and Beverage Coordinator</li> <li>• 2 Administrative/Logistics Support</li> </ul> <p>***Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables</p>	
43	<ul style="list-style-type: none"> <li>• <b>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</b> Region II : 14-18 August 2025 <b>Notes:</b> <ul style="list-style-type: none"> <li>• <i>Dates are subject to change based on the actual site validation coordination meetings with the concerned DOT Regional offices and LGUs</i></li> <li>• <i>The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to approval of TPB. Final Itinerary to be approved by the TPB representative.</i></li> </ul> </li> </ul>	
44	<ul style="list-style-type: none"> <li>• <b>ELIGIBILITY REQUIREMENTS</b></li> </ul> <p>1. Must be a legally registered tour operator company or travel agency under Philippine laws for at least three (3) years.</p>	
45	<ul style="list-style-type: none"> <li>• <b>OTHER TERMS AND CONDITIONS</b></li> </ul> <p>1. Must respond to immediate/unforeseen changes in specifications</p> <p>2. Activities and/or schedules/dates may change according to the recommendations of the DOT Regional Offices and Local Government Units involved.</p> <p>3. All personnel deployed by the winning bidder should have individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00. Proof of insurance should be submitted 5 calendar days before deployment.</p>	
46	<ul style="list-style-type: none"> <li>• <b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></li> </ul> <p>The Approved Budget for the Contract (ABC) is <b>Five Million One Hundred Fifty Thousand Pesos (Php 5,150,000.00) inclusive</b> of applicable fees and taxes.</p>	
47	<ul style="list-style-type: none"> <li>• <b>TERMS OF PAYMENT</b></li> </ul> <p>Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements of each milestone stated below. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the billing. Payment is based on the actual number of participants and costs incurred and will be paid thirty (30) days upon receipt of a Statement of Account</p>	

	(SOA) or Billing Statement together with the complete supporting documents.											
	<table><tr><th>PARTICULARS</th><th>TERMS OF PAYMENT</th></tr><tr><td><ul style="list-style-type: none"><li>• Upon completion of site validation</li></ul></td><td>15% of the total contract price</td></tr><tr><td><ul style="list-style-type: none"><li>• Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li><li>• Approved sample of giveaway for mass production</li><li>• Approved Menu for the meal requirements of participants</li></ul></td><td>70% of the total contract price</td></tr><tr><td><ul style="list-style-type: none"><li>• Submission of Photos, SDE and Accomplishment or Terminal Report</li><li>• Complete delivery of giveaways</li></ul></td><td>15% of the total contract price</td></tr><tr><td>TOTAL</td><td>100% of the total contract price</td></tr></table>	PARTICULARS	TERMS OF PAYMENT	<ul style="list-style-type: none"><li>• Upon completion of site validation</li></ul>	15% of the total contract price	<ul style="list-style-type: none"><li>• Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li><li>• Approved sample of giveaway for mass production</li><li>• Approved Menu for the meal requirements of participants</li></ul>	70% of the total contract price	<ul style="list-style-type: none"><li>• Submission of Photos, SDE and Accomplishment or Terminal Report</li><li>• Complete delivery of giveaways</li></ul>	15% of the total contract price	TOTAL	100% of the total contract price	
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TOTAL	100% of the total contract price											
48	<ul style="list-style-type: none"><li>• <b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.</li></ul>											

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

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

\_\_\_\_\_  
Signature over Printed Name  
of the authorized representative

\_\_\_\_\_  
Date

# INVITATION TO BID (ITB) NO. 2025-013

## SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF REGIONAL TRAVEL FAIR LOT 2

[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 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.]

Item	Specification	Statement of Compliance
1	<p><b>I. SCOPE OF WORKS AND SERVICES OF RTF</b></p> <p><b>RTF SECRETARIAT REQUIREMENTS</b></p> <p><b>Transportation</b></p> <p><b>Advance Team</b></p> <ul style="list-style-type: none"><li>Two (2) units vans - For the TPB Secretariat and Officers (8 days)</li></ul> <p><b>TPB/DOT Officials</b></p> <ul style="list-style-type: none"><li>One (1) unit van – for the TPB Officials (5 days)</li><li>Should be captain seats</li></ul> <p><b>Specification of Vans:</b></p> <ol style="list-style-type: none"><li>Van model must be at least 2018 or newer</li><li>Inclusive of fuel, driver, parking, and other related expenses</li><li>Inclusive of driver accommodation, meals, and other expenses</li><li>Maximum use of 15 hours per day inclusive of overtime and driver’s overtime</li><li>Includes third-party liability insurance</li><li>Provision of First Aid kit and umbrellas on board</li><li>Equipped with GPS or Waze and charge units for phones</li><li>Driver should have strong navigation skills</li></ol>	

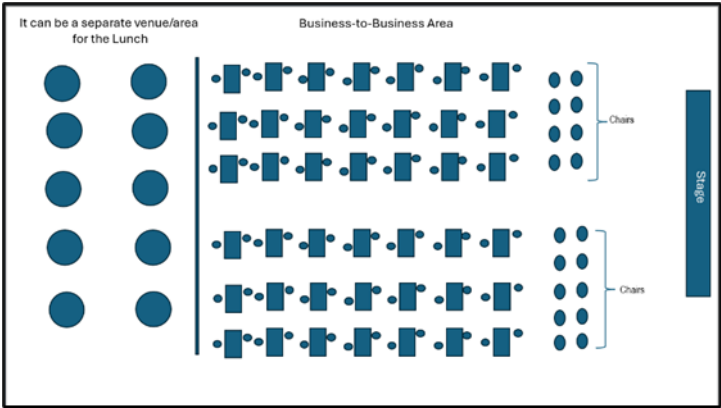


9	<p><b>RTF SELLER/EXHIBITORS REQUIREMENTS</b></p> <p><b>Transportation Airport Transfers/Shuttle Services</b></p> <ul style="list-style-type: none"> <li>• <b>Number of Transportation Units Needed:</b> Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans whichever is applicable and dedicated to RTF Sellers.</li> </ul> <p><b>Specification:</b></p> <ol style="list-style-type: none"> <li>Transportation model must be at least 2018 or newer</li> <li>Inclusive of fuel, driver, parking, and other related expenses</li> <li>Inclusive of driver accommodation, meals, and other expenses</li> <li>Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>Includes third-party liability insurance</li> <li>Provision of First Aid kit and umbrellas on board</li> <li>Equipped with GPS or Waze and charge units for phones</li> <li>Driver should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</li> <li>Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ol>	
10	<p><b>Hotel Accommodation</b></p> <p>DOT /BARRM – 34  Previous Host Region 4  Attached Agencies - 10  Sellers Host Regions- 16  Presenters - 5  Airlines/Shipping - 6  <b>Total : - 75</b></p> <ol style="list-style-type: none"> <li>5 days/4 nights</li> <li>Forty (40) Twin Sharing with 2 beds</li> <li>Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>Inclusive of breakfast</li> <li>3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>With Wi-Fi connection</li> <li>Final rooming list will be advised five (5) days before the check-in date</li> </ol>	
11	<p><b>Meal Requirements</b></p> <ul style="list-style-type: none"> <li>• Meals in the amount of Php1,500.00 per day per pax inclusive of drinks</li> <li>• Menu is subject to TPB's approval</li> </ul> <ol style="list-style-type: none"> <li><b>1st day Arrivals</b> 100 pax for early arrivals lunch and dinner</li> <li><b>c/o 2ND day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></li> <li><b>3rd day for the B2C (1<sup>st</sup> day)</b> 100 pax for lunch, PM snacks, and dinner</li> <li><b>4th day for the B2C (2<sup>nd</sup> day)</b> 100 pax for lunch, PM snacks and dinner</li> </ol>	

12	<b>Other requirements</b> <ol style="list-style-type: none"> <li>Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the pre-tour for sellers.</li> <li>Tour Guide/s should be DOT Accredited</li> <li>Inclusion of enhanced tour for the group</li> <li>Welcome dancers with lei reception for the group. TPB to identify the venue.</li> <li>Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</li> <li>Onboard water to hydrate the participants</li> <li>Printing of Photo Op Banner (Design to be provided by TPB)</li> </ol>	
13	<b>Giveaways During Post Tour</b> <ol style="list-style-type: none"> <li>Printing, production and delivery of one hundred fifty (150) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.</li> <li>Sizes <ul style="list-style-type: none"> <li>30 pcs. Small</li> <li>30 pcs. Medium</li> <li>30 pcs. Large</li> <li>30 pcs. XL</li> <li>15 pcs. XXL</li> <li>15 pcs. XXXL</li> </ul> </li> </ol>	
14	<b>Luggage Tags</b> Provision of one hundred fifty (150) pcs. of luggage tags for RTF Sellers	
15	<b>Health Care Kits</b> Provision of one hundred (100) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, mints and tissues)	
16	<b>Travel Insurance of Sellers/Exhibitors</b> Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.	
17	<b>RTF BUYER'S REQUIREMENTS</b> <b>Meal Requirements</b> <i>Note:</i> <ul style="list-style-type: none"> <li>Meals in the amount of Php1,500.00 per day per pax inclusive of drinks and AM/PM Snacks</li> <li>The menu is subject to TPB's approval</li> </ul> <ol style="list-style-type: none"> <li><b>1<sup>st</sup> day Arrivals</b> 55 pax for early arrivals lunch and dinner</li> <li><b>c/o 2ND day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></li> <li><b>3<sup>rd</sup> day for the B2C and Post Tour</b> 55 pax for lunch, PM snacks, and dinner</li> <li><b>4<sup>th</sup> day for the Post Tour</b> 55 pax for the post tour lunch, AM/PM snacks and dinner</li> </ol>	
18	<b>Hotel Accommodation</b> <ol style="list-style-type: none"> <li>5 days/4 nights</li> <li>Twenty (27) Twin Sharing with 2 beds</li> </ol>	

	c. Designated hotel should be preferably near the Robinsons Tuguegarao area. d. Inclusive of breakfast e. 3-star category or equivalent (indicate the name of accommodation in the technical bid) f. With Wi-Fi connection g. Final rooming list will be advised five (5) days before the check-in date	
19	<b>Transportation for RTF Buyers</b> a. Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans which ever applicable and dedicated to RTF Buyers. b. Duration: 5 days c. Transportation model at least 2018 or newer d. Inclusive of fuel, driver, parking, and other related expenses e. Inclusive of driver accommodation, meals, and other expenses f. Maximum use of 15 hours per day inclusive of overtime and driver's overtime g. Includes third-party liability insurance h. Provision of First Aid kit and umbrellas on board i. Equipped with GPS or Waze and charge units for phones j. Driver should have strong navigation skills k. Draft itinerary provided (subject to change without prior notice) l. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour	
20	<b>Other requirements</b> a. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the tour as mutual agreement of TPB and winning bidder. b. Tour Guide/s should DOT Accredited c. Inclusion of incentivized tour for the group d. Welcome dancers with leis reception for the group TPB to identify the venue e. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests f. Onboard water to hydrate the participants g. Printing of Photo Op Banner (Design to be provided by TPB)	
21	<b>Health Care Kits</b> a. Provision of sixty (60) pouches of care kits for safety protocol (alcohol or sanitizer, wipes, and tissues) for the TPB/DOT personnel and participants)	
22	<b>Travel Insurance of RTF Buyers</b>  Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.	
23	<b>T-shirt for the Tour and B2C</b>  a. Printing, production and delivery of one hundred (100) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.  b. Sizes: <ul style="list-style-type: none"> <li>• 10 pcs. Small</li> </ul>	

	<ul style="list-style-type: none"> <li>• 20 pcs. Medium</li> <li>• 25 pcs. Large</li> <li>• 20 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 10 pcs. XXXL</li> </ul>	
24	<b>Luggage Tag</b>  Provision of one hundred (100) pcs. luggage tag for RTF Buyers	
25	<b>PHOTO/VIDEO DOCUMENTATION FOR THE RTF PRE/POST TOUR</b>  <b>Documentation of Tours</b> <ol style="list-style-type: none"> <li>Documentation of the tour</li> <li>At least two (2) videographers/photographers</li> <li>Submit a 3-5 -minute (SDE)</li> <li>Submit a 3–5-minute video highlights of the tour</li> <li>Inclusive of meals and accommodation</li> <li>All raw and edited files to be submitted to TPB within 2 weeks after the event and will be exclusive property of TPB</li> </ol>	
26	<b>BUSINESS-TO-BUSINESS REQUIREMENTS</b>  <b>Lease of Venue</b> <ol style="list-style-type: none"> <li>Venue must be at least 600 to 1,000 square meters for the B2B</li> <li>Capacity: 60-70 classroom set up</li> <li>Must have 60-70 IBM tables with at least 3 chairs</li> <li>Function Room for Lunch during B2B (separate room from the B2B Function Room if applicable)</li> <li>Round Table Set-up for Lunch (if applicable) Proposed set-up</li> <li>Technical Requirements for the Function Rooms</li> <li>With centralized air conditioning system and well-lit during the event proper</li> <li>With complimentary Wi-Fi for guests and high-speed internet for the technical requirements of the event.</li> <li>With complimentary use of available LCD Screen and Projector</li> <li>With internet connection that can accommodate 150-200 users</li> <li>With signage in the event area</li> <li>Provision of physical and technical Requirements, as follows: <ul style="list-style-type: none"> <li>• audio and visual equipment</li> <li>• mixing console</li> <li>• USB Player</li> <li>• at least 3 Microphones (wired and wireless)</li> <li>• stage for the presentation (at least 12 x 20 ft. and 3 ft in height)</li> <li>• mobile projector screen (10.5 x 14 ft. screen)</li> <li>• podium with gooseneck microphone</li> <li>• extension cords available in each table</li> <li>• lounge chairs on stage</li> <li>• stage risers</li> </ul> </li> <li>Assistance during physical and technical set-up, as needed</li> <li>Indicate the name of venue in the technical bid</li> </ol>	

22	<b>Proposed Set-up</b> 	
28	<b>Food and Beverage</b> <ol style="list-style-type: none"> <li>AM/PM Snacks for 200 pax</li> <li>Lunch for 200 pax</li> <li>Managed buffet for lunch with one round of iced tea, juice, or soda</li> <li>Flowing coffee/tea during the event</li> <li>Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>Dressed tables/chairs with center piece according to the theme in coordination with the assigned RTF Event Management Company.</li> <li>Uniformed and well-trained banquet service</li> <li>With centralized air conditioning system and well-lit</li> <li>Can provide basic sound system with wireless microphone, if necessary</li> <li>Must be flexible and could adjust immediately to urgent requirements.</li> <li>Other arrangements that may be mutually agreed upon by the TPB.</li> <li>Inclusive of 10% buffer for food and beverage</li> <li>Must submit the menu prior to the event for the TPB's approval</li> </ol>	
29	<b>WELCOME DINNER REQUIREMENTS (Lease of Venue with F &amp; B)</b> <p><b>Venue</b></p> <ol style="list-style-type: none"> <li>Venue must be available on the specified date 7:00 PM to 11:00 PM with allowed ingress time prior to the event</li> <li>Venue must be able to accommodate two hundred fifty pax (250)</li> <li>Must be within the city near the official hotels</li> <li>Availability of parking space and passes for TPB official vehicles, delegates, and VIP</li> <li>New resort/hotel/theme park experience that can be site inspected by the delegates as a new property.</li> <li>Inclusive of 10% buffer for the food and beverage</li> <li>Indicate the name of venue in the technical bid</li> </ol>	
30	<b>Food and Beverages</b> <ol style="list-style-type: none"> <li>In a round table Set-up</li> <li>Managed buffet with one round of iced tea, juice, or soda</li> <li>Flowing coffee/tea during the event</li> </ol>	

	<ul style="list-style-type: none"> <li>d. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>e. Dressed tables/chairs with center piece according to the theme.</li> <li>f. Uniformed and well-trained banquet service</li> <li>g. With centralized air conditioning system and well-lit</li> <li>h. Can provide basic sound system with wireless microphone, if necessary</li> <li>i. Must be flexible and could adjust immediately to urgent requirements.</li> <li>j. Other arrangements that may be mutually agreed upon by the TPB.</li> <li>k. Inclusive of 10% buffer for the food and beverage</li> <li>l. Must submit menu prior to the event for the TPB's approval</li> </ul>	
31	<b>SITE VALIDATION (3 days/2nights)</b> <b>Accommodation</b> <ul style="list-style-type: none"> <li>a. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>b. Two (2) rooms based on twin sharing inclusive of daily breakfast</li> <li>c. Must have stable internet connection</li> </ul>	
32	<b>Air tickets</b> <ul style="list-style-type: none"> <li>a. Air tickets for two (2) pax</li> <li>b. Inclusive of comprehensive travel insurance</li> <li>c. 20 kilograms baggage allowance per person per route</li> <li>d. Must be rebookable and refundable</li> </ul>	
33	<b>Transportation</b> <ul style="list-style-type: none"> <li>a. One (1) unit of van per destination; must be at least 2018 model or newer</li> <li>b. Van Transportation model at least 2018 or newer</li> <li>c. Inclusive of fuel, driver, parking, and other related expenses</li> <li>d. Inclusive of driver accommodation, meals, and other expenses</li> <li>e. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>f. Includes third-party liability insurance</li> <li>g. Provision of First Aid kit and umbrellas on board</li> <li>h. Equipped with GPS or Waze and charge units for phones</li> <li>i. Driver must be well-uniformed and should have strong</li> <li>j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour.</li> </ul>	
34	<b>Travel Insurance of TPB Personnel</b> <ul style="list-style-type: none"> <li>a. Individual comprehensive travel insurance including medical emergency coverage in the amount of PhP500,000.00.</li> </ul>	
35	<b>Meals</b> <ul style="list-style-type: none"> <li>a. Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner)</li> <li>b. Computation: 3 days x PhP1,500 x 10 pax= PhP45,000.00</li> </ul>	
36	<b>On-site Related Expenses</b>  Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. Billing for this requirement should be based on actual expenses.  d.Communication - Php 1,000.00 e. Supplies and Materials - 2,000.00 f. Coordination Meetings - 13,000.00	

	<b>Total</b>	<b>Php16,000.00</b>										
37	<b>Airport Transfers</b> Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical											
38	<b>OTHER TECHNICAL REQUIREMENTS</b>  <b>Personnel</b> a. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: <table><tr><th>Essential Team Members</th><th>Minimum No. Experience</th><th>Educational Background</th></tr><tr><td>Project Manager/Team Leader</td><td>At least 3 years</td><td>College Graduate</td></tr><tr><td>Assistant Project Manager</td><td>At least 3 years</td><td>College Graduate</td></tr></table> b. Coordinators for the following (to submit CV within 5 calendar days from the date of receipt of Notice of Award): <ul style="list-style-type: none"><li>• 1 Tour/Transportation Coordinator</li><li>• 1 Hotel Accommodation Coordinator</li><li>• 1 Food and Beverage Coordinator</li><li>• 2 Administrative/Logistics Support</li></ul> ***Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables	Essential Team Members	Minimum No. Experience	Educational Background	Project Manager/Team Leader	At least 3 years	College Graduate	Assistant Project Manager	At least 3 years	College Graduate		
Essential Team Members	Minimum No. Experience	Educational Background										
Project Manager/Team Leader	At least 3 years	College Graduate										
Assistant Project Manager	At least 3 years	College Graduate										
39	<b>DOT Accreditation</b>  Bidder must submit a certificate of DOT Accreditation together with the technical bid.											
40	<ul style="list-style-type: none"><li>• <b>INDICATIVE PROJECT IMPLEMENTATION SCHEDULE</b> Region II : 14-18 August 2025 <b>Notes:</b><ul style="list-style-type: none"><li>• <i>Dates are subject to change based on the actual site validation coordination meetings with the concerned DOT Regional offices and LGUs</i></li><li>• <i>The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to approval of TPB. Final Itinerary to be approved by the TPB representative.</i></li></ul></li></ul>											
41	<ul style="list-style-type: none"><li>• <b>ELIGIBILITY REQUIREMENTS</b></li></ul> 2. Must be a legally registered tour operator company or travel agency under Philippine laws for at least three (3) years.											
42	<ul style="list-style-type: none"><li>• <b>OTHER TERMS AND CONDITIONS</b></li></ul> 1. Must respond to immediate/unforeseen changes in specifications 2. Activities and/or schedules/dates may change according to the recommendations of the DOT Regional Offices and Local Government Units involved. 3. All personnel deployed by the winning bidder should have individual comprehensive travel insurance including medical											

	emergency coverage in the amount of Php500,000.00. Proof of insurance should be submitted 5 calendar days before deployment.											
43	<ul style="list-style-type: none"><li><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> The Approved Budget for the Contract (ABC) is <b>Five Million One Hundred Fifty Thousand Pesos (Php 5,150,000.00) inclusive</b> of applicable fees and taxes.</li></ul>											
44	<ul style="list-style-type: none"><li><b>TERMS OF PAYMENT</b> Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements of each milestone stated below. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the billing. Payment is based on the actual number of participants and costs incurred and will be paid thirty (30) days upon receipt of a Statement of Account (SOA) or Billing Statement together with the complete supporting documents.</li></ul> <table><tr><th>PARTICULARS</th><th>TERMS OF PAYMENT</th></tr><tr><td><ul style="list-style-type: none"><li>Upon completion of site validation</li></ul></td><td>15% of the total contract price</td></tr><tr><td><ul style="list-style-type: none"><li>Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li><li>Approved sample of giveaway for mass production</li><li>Approved Menu for the meal requirements of participants</li></ul></td><td>70% of the total contract price</td></tr><tr><td><ul style="list-style-type: none"><li>Submission of Photos, SDE and Accomplishment or Terminal Report</li><li>Complete delivery of giveaways</li></ul></td><td>15% of the total contract price</td></tr><tr><td>TOTAL</td><td>100% of the total contract price</td></tr></table>	PARTICULARS	TERMS OF PAYMENT	<ul style="list-style-type: none"><li>Upon completion of site validation</li></ul>	15% of the total contract price	<ul style="list-style-type: none"><li>Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li><li>Approved sample of giveaway for mass production</li><li>Approved Menu for the meal requirements of participants</li></ul>	70% of the total contract price	<ul style="list-style-type: none"><li>Submission of Photos, SDE and Accomplishment or Terminal Report</li><li>Complete delivery of giveaways</li></ul>	15% of the total contract price	TOTAL	100% of the total contract price	
PARTICULARS	TERMS OF PAYMENT											
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<ul style="list-style-type: none"><li>Submission of Photos, SDE and Accomplishment or Terminal Report</li><li>Complete delivery of giveaways</li></ul>	15% of the total contract price											
TOTAL	100% of the total contract price											
45	<ul style="list-style-type: none"><li><b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.</li></ul>											

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

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

\_\_\_\_\_  
Signature over Printed Name  
of the authorized representative

\_\_\_\_\_  
Date

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**Or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- ☐ (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**Other documentary requirements under RA No. 9184 (as applicable)**

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF**  
**REGIONAL TRAVEL FAIR (RTF) LOT 1**  
**CAGAYAN VALLEY REGION II (Tuguegarao City)**  
**Duration: 14-18 August 2025 (Indicative)**  
***As of 11 February 2025***

**I. BACKGROUND**

The Regional Travel Fair (RTF) will feature the whole day onsite Business-to-Business (B2B), and a two-day Business-to-Consumer (B2C) online/onsite selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

The RTF serves as a platform and an excellent opportunity for the host regions to showcase their respective tourism offerings in strategic partnership with LGUs and private local industry players. During this fair, we highlight the unique attractions of various destinations and stimulating interest in domestic travel. This approach makes travel more accessible and affordable, encouraging more tourism stakeholders to have new destination packages and people to explore different regions.

A pre/post tour for the buyers/sellers/exhibitors will be part of the program for them to be updated new destination circuits offered by the regions.

Furthermore, RTF will highlight and feature the local artisans particularly the Philippine Weaves, aimed to promote their local products and sustain the community-based tourism enterprises in the regions.

**I. OBJECTIVES:**

1. Generate domestic travel and spur local economy.
2. Promote the Philippines as a safe, uniquely diverse, and experiential destination.
3. Introduce new products to domestic travelers and change/improve potential visitor's perception of the destination.
4. Provide a marketplace for stakeholders to meet and network.
5. Build up a destination image from emerging and potential destinations from different parts of the country.
6. Improve the products and income of man and woman-owned or operated tourism enterprises.
7. Improve the representation of women and men as stakeholders of tourism development.
8. Enhance promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.

**Components of Regional Travel Fair (RTF)**

**A. Travel Exchange (TRAVEX)/(B2B) ON-SITE**

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

**B. Business-to-Consumer (B2C)**

It is a 2-day selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

**C. Pre/Post Tour Activities of the RTF Sellers and Buyers**

This is an activity to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

**Proposed Venue and Schedule of Activities: *\*subject to change***

COMPONENTS	TARGET NUMBERS OF PARTICIPANTS
Onsite Business to Business Session (B2B) Whole day	60 Sellers/Exhibitors / 50 Buyer Companies
Business to Consumer Sessions (B2C) Two days	60 Sellers/ Exhibitor Companies
Buyers Pre/Post-Tour Activities	60 Buyer Companies

**II. SCOPE OF WORKS AND SERVICES OF RTF**

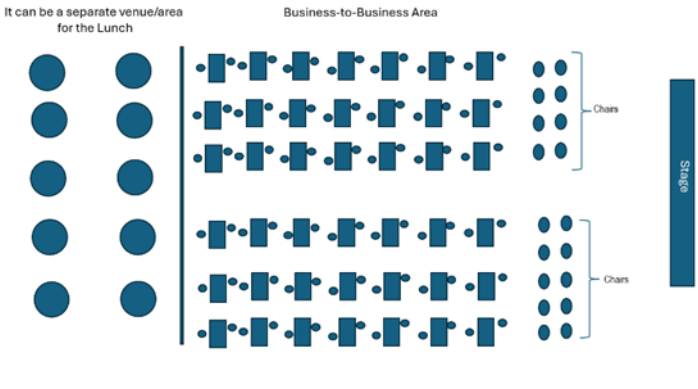
• RTF SECRETARIAT REQUIREMENTS	
<b>1. Transportation</b>	<p><b>Advance Team</b></p> <ul style="list-style-type: none"> <li>Two (2) units vans - For the TPB Secretariat and Officers (8 days)</li> </ul> <p><b>TPB/DOT Officials</b></p> <ul style="list-style-type: none"> <li>One (1) unit van – for the TPB Officials (5 days)</li> <li>Should be captain seats</li> </ul> <p><b>Specification of Vans:</b></p> <ol style="list-style-type: none"> <li>Van model must be at least 2018 or newer</li> <li>Inclusive of fuel, driver, parking, and other related expenses</li> <li>Inclusive of driver accommodation, meals, and other expenses</li> <li>Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>Includes third-party liability insurance</li> <li>Provision of First Aid kit and umbrellas on board</li> <li>Equipped with GPS or Waze and charge units for phones</li> <li>Driver should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</li> <li>Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.</li> </ol>

<b>2. Air tickets requirements</b>	<ul style="list-style-type: none"> <li>a. Twenty (20) air tickets for TPB Personnel/Staff and Officials Route : (Manila-Tuguegarao-Manila)</li> <li>b. Economy seats for TPB Personnel and Officials</li> <li>c. 20 kgs. baggage allowance per way for the TPB Officials and Personnel</li> <li>d. Inclusive of services of online check-in and other requirements as may be deemed necessary</li> <li>e. Must be rebookable and refundable</li> </ul>
<b>3. Travel Insurance of TPB Personnel</b>	a. Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.
<b>4. Hotel Accommodation</b>	<ul style="list-style-type: none"> <li>a. 8 days/7 nights – Six (6) Rooms Twin Sharing <i>** 2 beds in a room</i></li> <li>b. 6 days/5 nights- Six (6) Twin Sharing <i>** 2 beds in room</i></li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> </ul>
<b>5. Courier or additional baggage allowances</b>	<ul style="list-style-type: none"> <li>a. Courier of 20 boxes Manila-Tuguegarao-Manila (as applicable)</li> <li>b. Estimated 23 kilos per box</li> </ul>
<b>6. Meal Arrangements TPB Secretariat</b>	<ul style="list-style-type: none"> <li>a. Meals for 8 days in the amount of Php1,500 per pax/day inclusive of lunch and dinner</li> <li>b. No. of pax TPB/DOT Personnel: Thirty (30)</li> <li>c. This will include the departure from Manila and from Tuguegarao</li> <li>d. Lunch arrangement for forty (40) pax for the VIPs during the Opening of B2C (can be within or outside the mall and subject to TPB approval)</li> </ul>
<b>7. Contingencies</b>	<p>Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expense. Billing for this requirement should be based on actual expenses with receipts.</p> <ul style="list-style-type: none"> <li>a. Coordination Meetings (Pre-During-Post Preparations) <span style="float: right;">Php 30,000.00</span></li> <li>b. Communication of TPB Personnel <span style="float: right;">7,000.00</span></li> <li>c. Supplies and Materials <span style="float: right;">10,000.00</span></li> <li>d. Other air ticket requirements <span style="float: right;">30,000.00</span></li> <li>e. Other related expenses <span style="float: right;">20,000.00</span></li> <li><b>Total</b> <span style="float: right;"><b>Php97,000.00</b></span></li> </ul>
<b>8. Airport Transfers</b>	a. Provision of airport transfers for all TPB Personnel including departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical.
<b>• RTF SELLER/EXHIBITORS REQUIREMENTS</b>	
<b>1. Transportation Airport Transfers/Shuttle Services</b>	<p><b>• Number of Transportation Units Needed:</b> Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans whichever is applicable and dedicated to RTF Sellers.</p> <p><b>Specification:</b></p> <ul style="list-style-type: none"> <li>a. Transportation model must be at least 2018 or newer</li> <li>b. Inclusive of fuel, driver, parking, and other related expenses</li> <li>c. Inclusive of driver accommodation, meals, and other expenses</li> <li>d. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>e. Includes third-party liability insurance</li> <li>f. Provision of First Aid kit and umbrellas on board</li> </ul>

	<ul style="list-style-type: none"> <li>g. Equipped with GPS or Waze and charge units for phones</li> <li>h. Driver should have strong navigation skills</li> <li>i. Draft itinerary provided (subject to change without prior notice)</li> <li>j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>
<b>Hotel Accommodation</b> DOT /BARRM – 34 Previous Host Region 4 Attached Agencies - 10 Sellers Host Regions- 16 Presenters - 5 Airlines/Shipping - 6 <b>Total : - 75</b>	<ul style="list-style-type: none"> <li>a. 5 days/4 nights</li> <li>b. Forty (40) Twin Sharing with 2 beds</li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> <li>g. Final rooming list will be advised five (5) days before the check-in date</li> </ul>
<b>2. Meal Requirements</b> <ul style="list-style-type: none"> <li>• Meals in the amount of Php1,500.00 per day per pax inclusive of drinks</li> <li>• Menu is subject to TPB's approval</li> </ul>	<ul style="list-style-type: none"> <li>a. <b>1<sup>st</sup> day Arrivals</b> 100 pax for early arrivals lunch and dinner</li> <li>b. <b>c/o 2<sup>ND</sup> day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></li> <li>c. <b>3<sup>rd</sup> day for the B2C (1<sup>st</sup> day)</b> 100 pax for lunch, PM snacks, and dinner</li> <li>d. <b>4<sup>th</sup> day for the B2C (2<sup>nd</sup> day)</b> 100 pax for lunch, PM snacks and dinner</li> </ul>
<b>3. Other requirements</b>	<ul style="list-style-type: none"> <li>a. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the pre-tour for sellers.</li> <li>b. Tour Guide/s should be DOT Accredited</li> <li>c. Inclusion of enhanced tour for the group</li> <li>d. Welcome dancers with lei reception for the group. TPB to identify the venue.</li> <li>e. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</li> <li>f. Onboard water to hydrate the participants</li> <li>g. Printing of Photo Op Banner (Design to be provided by TPB)</li> </ul>
<b>4. Giveaways during Post Tour</b>	<ul style="list-style-type: none"> <li>a. Printing, production and delivery of one hundred fifty (150) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.</li> <li>b. Sizes               <ul style="list-style-type: none"> <li>• 30 pcs. Small</li> <li>• 30 pcs. Medium</li> <li>• 30 pcs. Large</li> <li>• 30 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 15 pcs. XXXL</li> </ul> </li> </ul>
<b>5. Luggage Tags</b>	Provision of one hundred fifty (150) pcs. of luggage tags for RTF Sellers
<b>6. Health care kits</b>	Provision of one hundred (100) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, mints and tissues)
<b>7. Travel Insurance of Sellers/Exhibitors</b>	Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.

• RTF BUYER'S REQUIREMENTS	
<b>1. Meal Requirements</b> <b>Note:</b> <ul style="list-style-type: none"> <li>Meals in the amount of Php1,500.00 per day per pax inclusive of drinks and AM/PM Snacks</li> <li>The menu is subject to TPB's approval</li> </ul>	<ul style="list-style-type: none"> <li><b>a. 1<sup>st</sup> day Arrivals</b> 55 pax for early arrivals lunch and dinner</li> <li><b>b. c/o 2ND day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></li> <li><b>a. 3<sup>rd</sup> day for the B2C and Post Tour</b> 55 pax for lunch, PM snacks, and dinner</li> <li><b>b. 4<sup>th</sup> day for the Post Tour</b> 55 pax for the post tour lunch, AM/PM snacks and dinner</li> </ul>
<b>2. Hotel Accommodation</b>	<ul style="list-style-type: none"> <li>a. 5 days/4 nights</li> <li>b. Twenty (27) Twin Sharing with 2 beds</li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> <li>g. Final rooming list will be advised five (5) days before the check-in date</li> </ul>
<b>3. Transportation for RTF Buyers</b>	<ul style="list-style-type: none"> <li>a. Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans which ever applicable and dedicated to RTF Buyers.</li> <li>b. Duration: 5 days</li> <li>c. Transportation model at least 2018 or newer</li> <li>d. Inclusive of fuel, driver, parking, and other related expenses</li> <li>e. Inclusive of driver accommodation, meals, and other expenses</li> <li>f. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>g. Includes third-party liability insurance</li> <li>h. Provision of First Aid kit and umbrellas on board</li> <li>i. Equipped with GPS or Waze and charge units for phones</li> <li>j. Driver should have strong navigation skills</li> <li>k. Draft itinerary provided (subject to change without prior notice)</li> <li>l. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>
<b>4. Other requirements</b>	<ul style="list-style-type: none"> <li>h. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the tour as mutual agreement of TPB and winning bidder.</li> <li>i. Tour Guide/s should DOT Accredited</li> <li>j. Inclusion of incentivized tour for the group</li> <li>k. Welcome dancers with leis reception for the group TPB to identify the venue</li> <li>l. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</li> <li>m. Onboard water to hydrate the participants</li> <li>n. Printing of Photo Op Banner (Design to be provided by TPB)</li> </ul>
<b>5. Health Care Kits</b>	<ul style="list-style-type: none"> <li>a. Provision of sixty (60) pouches of care kits for safety protocol (alcohol or sanitizer, wipes, and tissues) for the TPB/DOT personnel and participants)</li> </ul>

<b>6. Travel Insurance of RTF Buyers</b>	Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.
<b>7. T-shirt for the Tour and B2C</b>	<p>a. Printing, production and delivery of one hundred (100) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.</p> <p>b. Sizes:</p> <ul style="list-style-type: none"> <li>• 10 pcs. Small</li> <li>• 20 pcs. Medium</li> <li>• 25 pcs. Large</li> <li>• 20 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 10 pcs. XXXL</li> </ul>
<b>8. Luggage Tag</b>	Provision of one hundred (100) pcs. luggage tag for RTF Buyers
<b>• PHOTO/VIDEO DOCUMENTATION FOR THE RTF PRE/POST TOUR</b>	
<b>1. Documentation of Tours</b>	<p>a. Documentation of the tour</p> <p>b. At least two (2) videographers/photographers</p> <p>c. Submit a 3-5 -minute (SDE)</p> <p>d. Submit a 3–5-minute video highlights of the tour</p> <p>e. Inclusive of meals and accommodation</p> <p>f. All raw and edited files to be submitted to TPB within 2 weeks after the event and will be exclusive property of TPB</p>
<b>• BUSINESS-TO-BUSINESS REQUIREMENTS</b>	
<b>1. Lease of Venue</b>	<p>a. Venue must be at least 600 to 1,000 square meters for the B2B</p> <p>b. Capacity: 60-70 classroom set up</p> <p>c. Must have 60-70 IBM tables with at least 3 chairs</p> <p>d. Function Room for Lunch during B2B (separate room from the B2B Function Room if applicable)</p> <p>e. Round Table Set-up for Lunch (if applicable) Proposed set-up</p> <p>f. Technical Requirements for the Function Rooms</p> <p>g. With centralized air conditioning system and well-lit during the event proper</p> <p>h. With complimentary Wi-Fi for guests and high-speed internet for the technical requirements of the event.</p> <p>i. With complimentary use of available LCD Screen and Projector</p> <p>j. With internet connection that can accommodate 150-200 users</p> <p>k. With signage in the event area</p> <p>l. Provision of physical and technical Requirements, as follows:</p> <ul style="list-style-type: none"> <li>• audio and visual equipment</li> <li>• mixing console</li> <li>• USB Player</li> <li>• at least 3 Microphones (wired and wireless)</li> <li>• stage for the presentation (at least 12 x 20 ft. and 3 ft in height)</li> <li>• mobile projector screen (10.5 x 14 ft. screen)</li> <li>• podium with gooseneck microphone</li> <li>• extension cords available in each table</li> <li>• lounge chairs on stage</li> <li>• stage risers</li> </ul> <p>g. Assistance during physical and technical set-up, as needed</p> <p>h. Indicate the name of venue in the technical bid</p>

<b>2. Proposed Set-up</b>	
<b>3. Food and beverage</b>	<ul style="list-style-type: none"> <li>a. AM/PM Snacks for 200 pax</li> <li>b. Lunch for 200 pax</li> <li>c. Managed buffet for lunch with one round of iced tea, juice, or soda</li> <li>b. Flowing coffee/tea during the event</li> <li>c. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>d. Dressed tables/chairs with center piece according to the theme in coordination with the assigned RTF Event Management Company.</li> <li>e. Uniformed and well-trained banquet service</li> <li>f. With centralized air conditioning system and well-lit</li> <li>g. Can provide basic sound system with wireless microphone, if necessary</li> <li>h. Must be flexible and could adjust immediately to urgent requirements.</li> <li>i. Other arrangements that may be mutually agreed upon by the TPB.</li> <li>j. Inclusive of 10% buffer for food and beverage</li> <li>k. Must submit the menu prior to the event for the TPB's approval</li> </ul>
<b>• WELCOME DINNER REQUIREMENTS (Lease of Venue with F &amp; B)</b>	
<b>1. Venue</b>	<ul style="list-style-type: none"> <li>a. Venue must be available on the specified date 7:00 PM to 11:00 PM with allowed ingress time prior to the event</li> <li>b. Venue must be able to accommodate two hundred fifty pax (250)</li> <li>c. Must be within the city near the official hotels</li> <li>d. Availability of parking space and passes for TPB official vehicles, delegates, and VIP</li> <li>e. New resort/hotel/theme park experience that can be site inspected by the delegates as a new property.</li> <li>f. Inclusive of 10% buffer for the food and beverage</li> <li>g. Indicate the name of venue in the technical bid</li> </ul>
<b>2. Food and Beverages</b>	<ul style="list-style-type: none"> <li>a. In a round table Set-up</li> <li>b. Managed buffet with one round of iced tea, juice, or soda</li> <li>c. Flowing coffee/tea during the event</li> <li>d. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</li> <li>e. Dressed tables/chairs with center piece according to the theme.</li> <li>f. Uniformed and well-trained banquet service</li> <li>g. With centralized air conditioning system and well-lit</li> <li>h. Can provide basic sound system with wireless microphone, if necessary</li> <li>i. Must be flexible and could adjust immediately to urgent requirements.</li> <li>j. Other arrangements that may be mutually agreed upon by the TPB.</li> <li>k. Inclusive of 10% buffer for the food and beverage</li> <li>l. Must submit menu prior to the event for the TPB's approval</li> </ul>

• SITE VALIDATION (3 days/2nights)										
1. Accommodation	a. 3-star category or equivalent (indicate the name of accommodation in the technical bid) b. Two (2) rooms based on twin sharing inclusive of daily breakfast c. Must have stable internet connection									
2. Air tickets	a. Air tickets for two (2) pax b. Inclusive of comprehensive travel insurance c. 20 kilograms baggage allowance per person per route d. Must be rebookable and refundable									
4.Transportation	a. One (1) unit of van per destination; must be at least 2018 model or newer b. Van Transportation model at least 2018 or newer c. Inclusive of fuel, driver, parking, and other related expenses d. Inclusive of driver accommodation, meals, and other expenses e. Maximum use of 15 hours per day inclusive of overtime and driver’s overtime f. Includes third-party liability insurance g. Provision of First Aid kit and umbrellas on board h. Equipped with GPS or Waze and charge units for phones i. Driver must be well-uniformed and should have strong j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour.									
5.Travel Insurance of TPB Personnel	a.Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.									
6. Meals	a. Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner) b.Computation: 3 days x Php1,500 x 10 pax= Php45,000.00									
7. On-site Related Expenses	Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. Billing for this requirement should be based on actual expenses. a.Communication - Php 1,000.00 b. Supplies and Materials - 2,000.00 c. Coordination Meetings - <u>13,000.00</u> <b>Total</b> <b>Php16,000.00</b>									
8. Airport Transfers	Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical									
• DOT Accreditation	Bidder must submit a certificate of DOT Accreditation together with the technical bid.									
• OTHER TECHNICAL REQUIREMENTS	a. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: <table><tr><th>Essential Team Members</th><th>Minimum No. Experience</th><th>Educational Background</th></tr><tr><td>Project Manager/Team Leader</td><td>At least 3 years</td><td>College Graduate</td></tr><tr><td>Assistant Project Manager</td><td>At least 3 years</td><td>College Graduate</td></tr></table>	Essential Team Members	Minimum No. Experience	Educational Background	Project Manager/Team Leader	At least 3 years	College Graduate	Assistant Project Manager	At least 3 years	College Graduate
Essential Team Members	Minimum No. Experience	Educational Background								
Project Manager/Team Leader	At least 3 years	College Graduate								
Assistant Project Manager	At least 3 years	College Graduate								

	<p>b.Coordinators for the following (to submit CV within 5 calendar days from the date of receipt of Notice of Award):</p> <ul style="list-style-type: none"> <li>•1 Tour/Transportation Coordinator</li> <li>•1 Hotel Accommodation Coordinator</li> <li>•1 Food and Beverage Coordinator</li> <li>•2 Administrative/Logistics Support</li> </ul> <p>***Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables</p>
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- **INDICATIVE PROJECT IMPLEMENTATION SCHEDULE**

Region II : 14-18 August 2025

**Notes:**

- *Dates are subject to change based on the actual site validation coordination meetings with the concerned DOT Regional offices and LGUs*
- *The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to approval of TPB. Final Itinerary to be approved by the TPB representative.*

- **ELIGIBILITY REQUIREMENTS**

1. Must be a legally registered tour operator company or travel agency under Philippine laws for at least three (3) years.

- **OTHER TERMS AND CONDITIONS**

1. Must respond to immediate/unforeseen changes in specifications
2. Activities and/or schedules/dates may change according to the recommendations of the DOT Regional Offices and Local Government Units involved.
3. All personnel deployed by the winning bidder should have individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00. Proof of insurance should be submitted 5 calendar days before deployment.

- **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **Five Million One Hundred Fifty Thousand Pesos (Php 5,150,000.00) inclusive** of applicable fees and taxes.

- **TERMS OF PAYMENT**

Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements of each milestone stated below. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the billing. Payment is based on the actual number of participants and costs incurred and will be paid thirty (30) days upon receipt of a Statement of Account (SOA) or Billing Statement together with the complete supporting documents.

PARTICULARS	TERMS OF PAYMENT
<ul style="list-style-type: none"> <li>• Upon completion of site validation</li> </ul>	15% of the total contract price
<ul style="list-style-type: none"> <li>• Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li> <li>• Approved sample of giveaway for mass production</li> <li>• Approved Menu for the meal requirements of participants</li> </ul>	70% of the total contract price

<ul style="list-style-type: none"> <li>• Submission of Photos, SDE and Accomplishment or Terminal Report</li> <li>• Complete delivery of giveaways</li> </ul>	15% of the total contract price
TOTAL	100% of the total contract price

- **CONTRACT DURATION**

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

- **PROJECT OFFICERS CONTACT INFORMATION**

<p><b>EDMON GERALD A. LOZA</b>  Market Specialist III  Domestic Promotions Department  edmon_loza@tpb.gov.ph</p>
<p><b>MICHELLE S. ALCANTARA</b>  Market Specialist III  Domestic Promotions Department  michelle_alcantara@tpb.gov.ph</p>
<p><b>ZOPHIA MAE LANUZA</b>  Project Officer  Domestic Promotions Department  zophia_lanuza@tpb.gov.ph</p>

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF**  
**REGIONAL TRAVEL FAIR (RTF) LOT 2**  
**MIMAROPA REGION IV-B (Puerto Princesa City, Palawan)**  
**Duration: 13-16 November 2025 (Indicative)**  
***As of 11 February 2025***

**I. BACKGROUND**

The Regional Travel Fair (RTF) will feature the whole day onsite Business-to-Business (B2B), and a two-day Business-to-Consumer (B2C) online/onsite selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

The RTF serves as a platform and an excellent opportunity for the host regions to showcase their respective tourism offerings in strategic partnership with LGUs and private local industry players. During this fair, we highlight the unique attractions of various destinations and stimulate interest in domestic travel. This approach makes travel more accessible and affordable, encouraging more tourism stakeholders to have new destination packages and people to explore different regions.

A pre/post tour for the buyers/sellers/exhibitors will be part of the program for them to be updated new destination circuits offered by the regions.

Furthermore, RTF will highlight and feature the local artisans particularly the Philippine Weaves, aimed to promote their local products and sustain the community-based tourism enterprises in the regions.

**I. OBJECTIVES:**

1. Generate domestic travel and spur local economy.
2. Promote the Philippines as a safe, uniquely diverse, and experiential destination.
3. Introduce new products to domestic travelers and change/improve potential visitor's perception of the destination.
4. Provide a marketplace for stakeholders to meet and network.
5. Build up a destination image from emerging and potential destinations from different parts of the country.
6. Improve the products and income of man and woman-owned or operated tourism enterprises.
7. Improve the representation of women and men as stakeholders of tourism development.
8. Enhance promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.

**Components of Regional Travel Fair (RTF)**

**A. Travel Exchange (TRAVEX)/(B2B) ON-SITE**

TPB will conduct a Business-to-Business meeting between participating Buyers and Sellers. The B2B is expected to generate direct sales and business leads, renew business deals, and allow them to network and meet new business partners.

**B. Business-to-Consumer (B2C)**

It is a 2-day selling of discounted domestic tour packages to the consumers to be participated in by exhibitors from the host regions composed of domestic travel tour operators and travel agents, domestic hotels and resorts, destination management companies, domestic airlines, etc.

**C. Pre/Post Tour Activities of the RTF Sellers and Buyers**

This is an activity to educate the travel trade with new tourism destinations and to expand tour package offerings in the country.

**Proposed Venue and Schedule of Activities: *\*subject to change***

COMPONENTS	TARGET NUMBERS OF PARTICIPANTS
Onsite Business to Business Session (B2B) Whole day	60 Sellers/Exhibitors / 50 Buyer Companies
Business to Consumer Sessions (B2C) Two days	60 Sellers/ Exhibitor Companies
Buyers Pre/Post-Tour Activities	60 Buyer Companies

**II. SCOPE OF WORKS AND SERVICES OF RTF**

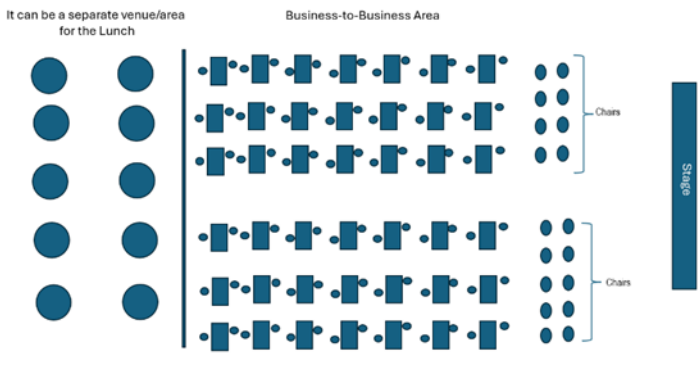
• RTF SECRETARIAT REQUIREMENTS	
<b>1. Transportation</b>	<p><b>Advance Team</b></p> <ul style="list-style-type: none"> <li>Two (2) units vans - For the TPB Secretariat and Officers (8 days)</li> </ul> <p><b>TPB/DOT Officials</b></p> <ul style="list-style-type: none"> <li>One (1) unit van – for the TPB Officials (5 days)</li> <li>Should be captain seats</li> </ul> <p><b>Specification of Vans:</b></p> <ol style="list-style-type: none"> <li>Van model must be at least 2018 or newer</li> <li>Inclusive of fuel, driver, parking, and other related expenses</li> <li>Inclusive of driver accommodation, meals, and other expenses</li> <li>Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>Includes third-party liability insurance</li> <li>Provision of First Aid kit and umbrellas on board</li> <li>Equipped with GPS or Waze and charge units for phones</li> <li>Driver should have strong navigation skills</li> <li>Draft itinerary provided (subject to change without prior notice)</li> <li>Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour.</li> </ol>

<b>2. Air tickets requirements</b>	<ul style="list-style-type: none"> <li>a. Twenty (20) air tickets for TPB Personnel/Staff and Officials Route : (Manila-Puerto Princesa-Manila)</li> <li>b. Economy seats for TPB Personnel and Officials</li> <li>c. 20 kgs. baggage allowance per way for the TPB Officials and Personnel</li> <li>d. Inclusive of services of online check-in and other requirements as may be deemed necessary</li> <li>e. Must be rebookable and refundable</li> </ul>
<b>3. Travel Insurance of TPB Personnel</b>	a. Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.
<b>4. Hotel Accommodation</b>	<ul style="list-style-type: none"> <li>a. 8 days/7 nights – Six (6) Rooms Twin Sharing <i>** 2 beds in a room</i></li> <li>b. 6 days/5 nights- Six (6) Twin Sharing <i>** 2 beds in room</i></li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> </ul>
<b>5. Courier or additional baggage allowances</b>	<ul style="list-style-type: none"> <li>a. Courier of 20 boxes Manila-Puerto Princesa-Manila (if applicable)</li> <li>b. Estimated 23 kilos per box</li> </ul>
<b>6. Meal Arrangements TPB Secretariat</b>	<ul style="list-style-type: none"> <li>a. Meals for 8 days in the amount of Php1,500 per pax/day inclusive of lunch and dinner</li> <li>b. No. of pax TPB/DOT Personnel: Thirty (30)</li> <li>c. This will include the departure from Manila and from Tuguegarao</li> <li>d. Lunch arrangement for forty (40) pax for the VIPs during the Opening of B2C (can be within or outside the mall and subject to TPB approval)</li> </ul>
<b>7. Contingencies</b>	<p>Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expense. Billing for this requirement should be based on actual expenses with receipts.</p> <ul style="list-style-type: none"> <li>a. Coordination Meetings (Pre-During-Post Preparations) <span style="float: right;">Php 30,000.00</span></li> <li>b. Communication of TPB Personnel <span style="float: right;">7,000.00</span></li> <li>c. Supplies and Materials <span style="float: right;">10,000.00</span></li> <li>d. Other air ticket requirements <span style="float: right;">30,000.00</span></li> <li>e. Other related expenses <span style="float: right;">20,000.00</span></li> <li><b>Total</b> <span style="float: right;"><b>Php97,000.00</b></span></li> </ul>
<b>8. Airport Transfers</b>	a. Provision of airport transfers for all TPB Personnel including departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical.
<b>• RTF SELLER/EXHIBITORS REQUIREMENTS</b>	
<b>1. Transportation Airport Transfers/Shuttle Services</b>	<p><b>• Number of Transportation Units Needed:</b> Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans whichever is applicable and dedicated to RTF Sellers.</p> <p><b>Specification:</b></p> <ul style="list-style-type: none"> <li>a. Transportation model must be at least 2018 or newer</li> <li>b. Inclusive of fuel, driver, parking, and other related expenses</li> <li>c. Inclusive of driver accommodation, meals, and other expenses</li> <li>d. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>e. Includes third-party liability insurance</li> <li>f. Provision of First Aid kit and umbrellas on board</li> </ul>

	<ul style="list-style-type: none"> <li>g. Equipped with GPS or Waze and charge units for phones</li> <li>h. Driver should have strong navigation skills</li> <li>i. Draft itinerary provided (subject to change without prior notice)</li> <li>j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>
<b>Hotel Accommodation</b> DOT /BARRM – 34 Previous Host Region 4 Attached Agencies - 10 Sellers Host Regions- 16 Presenters - 5 Airlines/Shipping - 6 <b>Total : - 75</b>	<ul style="list-style-type: none"> <li>a. 5 days/4 nights</li> <li>b. Forty (40) Twin Sharing with 2 beds</li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> <li>g. Final rooming list will be advised five (5) days before the check-in date</li> </ul>
<b>2. Meal Requirements</b> <ul style="list-style-type: none"> <li>• Meals in the amount of Php1,500.00 per day per pax inclusive of drinks</li> <li>• Menu is subject to TPB's approval</li> </ul>	<ul style="list-style-type: none"> <li>a. <b>1<sup>st</sup> day Arrivals</b> 100 pax for early arrivals lunch and dinner</li> <li>b. <b>c/o 2<sup>ND</sup> day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></li> <li>c. <b>3<sup>rd</sup> day for the B2C (1<sup>st</sup> day)</b> 100 pax for lunch, PM snacks, and dinner</li> <li>d. <b>4<sup>th</sup> day for the B2C (2<sup>nd</sup> day)</b> 100 pax for lunch, PM snacks and dinner</li> </ul>
<b>3. Other requirements</b>	<ul style="list-style-type: none"> <li>a. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the pre-tour for sellers.</li> <li>b. Tour Guide/s should be DOT Accredited</li> <li>c. Inclusion of enhanced tour for the group</li> <li>d. Welcome dancers with lei reception for the group. TPB to identify the venue.</li> <li>e. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</li> <li>f. Onboard water to hydrate the participants</li> <li>g. Printing of Photo Op Banner (Design to be provided by TPB)</li> </ul>
<b>4. Giveaways during Post Tour</b>	<ul style="list-style-type: none"> <li>a. Printing, production and delivery of one hundred fifty (150) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.</li> <li>b. Sizes               <ul style="list-style-type: none"> <li>• 30 pcs. Small</li> <li>• 30 pcs. Medium</li> <li>• 30 pcs. Large</li> <li>• 30 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 15 pcs. XXXL</li> </ul> </li> </ul>
<b>5. Luggage Tags</b>	Provision of one hundred fifty (150) pcs. of luggage tags for RTF Sellers
<b>6. Health care kits</b>	Provision of one hundred (100) pouches of care kits for safety protocol (alcohol or sanitizer, facemask, wipes, mints and tissues)
<b>7. Travel Insurance of Sellers/Exhibitors</b>	Individual comprehensive travel insurance including medical emergency coverage in the amount of PHP500,000.00.

• RTF BUYER'S REQUIREMENTS	
<b>1. Meal Requirements</b> <b>Note:</b> <ul style="list-style-type: none"> <li>Meals in the amount of Php1,500.00 per day per pax inclusive of drinks and AM/PM Snacks</li> <li>The menu is subject to TPB's approval</li> </ul>	<ul style="list-style-type: none"> <li><b>a. 1<sup>st</sup> day Arrivals</b> 55 pax for early arrivals lunch and dinner</li> <li><b>b. c/o 2ND day for the B2B/Welcome Dinner Arrangement for the Lease of Venue</b></li> <li><b>a. 3<sup>rd</sup> day for the B2C and Post Tour</b> 55 pax for lunch, PM snacks, and dinner</li> <li><b>b. 4<sup>th</sup> day for the Post Tour</b> 55 pax for the post tour lunch, AM/PM snacks and dinner</li> </ul>
<b>2. Hotel Accommodation</b>	<ul style="list-style-type: none"> <li>a. 5 days/4 nights</li> <li>b. Twenty (27) Twin Sharing with 2 beds</li> <li>c. Designated hotel should be preferably near the Robinsons Tuguegarao area.</li> <li>d. Inclusive of breakfast</li> <li>e. 3-star category or equivalent (indicate the name of accommodation in the technical bid)</li> <li>f. With Wi-Fi connection</li> <li>g. Final rooming list will be advised five (5) days before the check-in date</li> </ul>
<b>3. Transportation for RTF Buyers</b>	<ul style="list-style-type: none"> <li>a. Three (3) units of Tourist Coasters or Two (2) buses or six (6) vans which ever applicable and dedicated to RTF Buyers.</li> <li>b. Duration: 5 days</li> <li>c. Transportation model at least 2018 or newer</li> <li>d. Inclusive of fuel, driver, parking, and other related expenses</li> <li>e. Inclusive of driver accommodation, meals, and other expenses</li> <li>f. Maximum use of 15 hours per day inclusive of overtime and driver's overtime</li> <li>g. Includes third-party liability insurance</li> <li>h. Provision of First Aid kit and umbrellas on board</li> <li>i. Equipped with GPS or Waze and charge units for phones</li> <li>j. Driver should have strong navigation skills</li> <li>k. Draft itinerary provided (subject to change without prior notice)</li> <li>l. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> </ul>
<b>4. Other requirements</b>	<ul style="list-style-type: none"> <li>h. Inclusion of tour guides for each bus/coaster/van, entrance fees, boat rides, and other activities during the tour as mutual agreement of TPB and winning bidder.</li> <li>i. Tour Guide/s should DOT Accredited</li> <li>j. Inclusion of incentivized tour for the group</li> <li>k. Welcome dancers with leis reception for the group TPB to identify the venue</li> <li>l. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</li> <li>m. Onboard water to hydrate the participants</li> <li>n. Printing of Photo Op Banner (Design to be provided by TPB)</li> </ul>
<b>5. Health Care Kits</b>	<ul style="list-style-type: none"> <li>a. Provision of sixty (60) pouches of care kits for safety protocol (alcohol or sanitizer, wipes, and tissues) for the TPB/DOT personnel and participants)</li> </ul>

<b>6. Travel Insurance of RTF Buyers</b>	Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.
<b>7. T-shirt for the Tour and B2C</b>	<p>a. Printing, production and delivery of one hundred (100) pcs. t-shirts for the tour (TPB will provide the design). Fabric material should be 100% cotton.</p> <p>b. Sizes:</p> <ul style="list-style-type: none"> <li>• 10 pcs. Small</li> <li>• 20 pcs. Medium</li> <li>• 25 pcs. Large</li> <li>• 20 pcs. XL</li> <li>• 15 pcs. XXL</li> <li>• 10 pcs. XXXL</li> </ul>
<b>8. Luggage Tag</b>	Provision of one hundred (100) pcs. luggage tag for RTF Buyers
<b>• PHOTO/VIDEO DOCUMENTATION FOR THE RTF PRE/POST TOUR</b>	
<b>1. Documentation of Tours</b>	<p>a. Documentation of the tour</p> <p>b. At least two (2) videographers/photographers</p> <p>c. Submit a 3-5 -minute (SDE)</p> <p>d. Submit a 3–5-minute video highlights of the tour</p> <p>e. Inclusive of meals and accommodation</p> <p>f. All raw and edited files to be submitted to TPB within 2 weeks after the event and will be exclusive property of TPB</p>
<b>• BUSINESS-TO-BUSINESS REQUIREMENTS</b>	
<b>1. Lease of Venue</b>	<p>a. Venue must be at least 600 to 1,000 square meters for the B2B</p> <p>b. Capacity: 60-70 classroom set up</p> <p>c. Must have 60-70 IBM tables with at least 3 chairs</p> <p>d. Function Room for Lunch during B2B (separate room from the B2B Function Room if applicable)</p> <p>e. Round Table Set-up for Lunch (if applicable) Proposed set-up</p> <p>f. Technical Requirements for the Function Rooms</p> <p>g. With centralized air conditioning system and well-lit during the event proper</p> <p>h. With complimentary Wi-Fi for guests and high-speed internet for the technical requirements of the event.</p> <p>i. With complimentary use of available LCD Screen and Projector</p> <p>j. With internet connection that can accommodate 150-200 users</p> <p>k. With signage in the event area</p> <p>l. Provision of physical and technical Requirements, as follows:</p> <ul style="list-style-type: none"> <li>• audio and visual equipment</li> <li>• mixing console</li> <li>• USB Player</li> <li>• at least 3 Microphones (wired and wireless)</li> <li>• stage for the presentation (at least 12 x 20 ft. and 3 ft in height)</li> <li>• mobile projector screen (10.5 x 14 ft. screen)</li> <li>• podium with gooseneck microphone</li> <li>• extension cords available in each table</li> <li>• lounge chairs on stage</li> <li>• stage risers</li> </ul> <p>g. Assistance during physical and technical set-up, as needed</p> <p>h. Indicate the name of venue in the technical bid</p>

2. Proposed Set-up	<div><div>It can be a separate venue/area for the Lunch</div><div>Business-to-Business Area</div></div>
3. Food and beverage	<div><div>a. AM/PM Snacks for 200 pax</div><div>b. Lunch for 200 pax</div><div>c. Managed buffet for lunch with one round of iced tea, juice, or soda</div><div>b. Flowing coffee/tea during the event</div><div>c. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</div><div>d. Dressed tables/chairs with center piece according to the theme in coordination with the assigned RTF Event Management Company.</div><div>e. Uniformed and well-trained banquet service</div><div>f. With centralized air conditioning system and well-lit</div><div>g. Can provide basic sound system with wireless microphone, if necessary</div><div>h. Must be flexible and could adjust immediately to urgent requirements.</div><div>i. Other arrangements that may be mutually agreed upon by the TPB.</div><div>j. Inclusive of 10% buffer for food and beverage</div><div>k. Must submit the menu prior to the event for the TPB’s approval</div></div>
• WELCOME DINNER REQUIREMENTS (Lease of Venue with F & B)	
1. Venue	<div><div>a. Venue must be available on the specified date 7:00 PM to 11:00 PM with allowed ingress time prior to the event</div><div>b. Venue must be able to accommodate two hundred fifty pax (250)</div><div>c. Must be within the city near the official hotels</div><div>d. Availability of parking space and passes for TPB official vehicles, delegates, and VIP</div><div>e. New resort/hotel/theme park experience that can be site inspected by the delegates as a new property.</div><div>f. Inclusive of 10% buffer for the food and beverage</div><div>g. Indicate the name of venue in the technical bid</div></div>
2. Food and Beverages	<div><div>a. In a round table Set-up</div><div>b. Managed buffet with one round of iced tea, juice, or soda</div><div>c. Flowing coffee/tea during the event</div><div>d. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</div><div>e. Dressed tables/chairs with center piece according to the theme.</div><div>f. Uniformed and well-trained banquet service</div><div>g. With centralized air conditioning system and well-lit</div><div>h. Can provide basic sound system with wireless microphone, if necessary</div><div>i. Must be flexible and could adjust immediately to urgent requirements.</div><div>j. Other arrangements that may be mutually agreed upon by the TPB.</div><div>k. Inclusive of 10% buffer for the food and beverage</div><div>l. Must submit menu prior to the event for the TPB’s approval</div></div>

• SITE VALIDATION (3 days/2nights)										
1. Accommodation	a. 3-star category or equivalent (indicate the name of accommodation in the technical bid) b. Two (2) rooms based on twin sharing inclusive of daily breakfast c. Must have stable internet connection									
2. Air tickets	a. Air tickets for two (2) pax b. Inclusive of comprehensive travel insurance c. 20 kilograms baggage allowance per person per route d. Must be rebookable and refundable									
4.Transportation	a. One (1) unit of van per destination; must be at least 2018 model or newer b. Van Transportation model at least 2018 or newer c. Inclusive of fuel, driver, parking, and other related expenses d. Inclusive of driver accommodation, meals, and other expenses e. Maximum use of 15 hours per day inclusive of overtime and driver’s overtime f. Includes third-party liability insurance g. Provision of First Aid kit and umbrellas on board h. Equipped with GPS or Waze and charge units for phones i. Driver must be well-uniformed and should have strong j. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour.									
5.Travel Insurance of TPB Personnel	a.Individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00.									
6. Meals	a.Meals for TPB, DOT and Local Government Units for 10 pax (inclusive of Lunch and Dinner) b.Computation: 3 days x Php1,500 x 10 pax= Php45,000.00									
7. On-site Related Expenses	Covering the expenses for food sampling, communication expenses, porter fees, terminal fees, and other on-site related expenses. Billing for this requirement should be based on actual expenses. a.Communication - Php 1,000.00 b. Supplies and Materials - 2,000.00 c. Coordination Meetings - <u>13,000.00</u> <b>Total</b> <b>Php16,000.00</b>									
8. Airport Transfers	Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical									
OTHER TECHNICAL REQUIREMENTS										
1. Personnel	a. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs: <table><tr><th>Essential Team Members</th><th>Minimum No. Experience</th><th>Educational Background</th></tr><tr><td>Project Manager/Team Leader</td><td>At least 3 years</td><td>College Graduate</td></tr><tr><td>Assistant Project Manager</td><td>At least 3 years</td><td>College Graduate</td></tr></table>	Essential Team Members	Minimum No. Experience	Educational Background	Project Manager/Team Leader	At least 3 years	College Graduate	Assistant Project Manager	At least 3 years	College Graduate
Essential Team Members	Minimum No. Experience	Educational Background								
Project Manager/Team Leader	At least 3 years	College Graduate								
Assistant Project Manager	At least 3 years	College Graduate								

	b.Coordinators for the following (to submit CV within 5 calendar days from the date of receipt of Notice of Award): <ul style="list-style-type: none"> <li>•1 Tour/Transportation Coordinator</li> <li>•1 Hotel Accommodation Coordinator</li> <li>•1 Food and Beverage Coordinator</li> <li>•2 Administrative/Logistics Support</li> </ul> ***Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables
<b>2. DOT Accreditation</b>	Bidder must submit a certificate of DOT Accreditation together with the technical bid.

- **INDICATIVE PROJECT IMPLEMENTATION SCHEDULE**

Region II : 14-18 August 2025

**Notes:**

- *Dates are subject to change based on the actual site validation coordination meetings with the concerned DOT Regional offices and LGUs*
- *The tour operator, in coordination with the DOT Regional Office, must be able to provide alternative itinerary or activity in case of bad weather, risk of typhoon, and other force majeure and other unforeseen or fortuitous event, subject to approval of TPB. Final Itinerary to be approved by the TPB representative.*

- **ELIGIBILITY REQUIREMENTS**

1. Must be a legally registered tour operator company or travel agency under Philippine laws for at least three (3) years.

- **OTHER TERMS AND CONDITIONS**

1. Must respond to immediate/unforeseen changes in specifications
2. Activities and/or schedules/dates may change according to the recommendations of the DOT Regional Offices and Local Government Units involved.
3. All personnel deployed by the winning bidder should have individual comprehensive travel insurance including medical emergency coverage in the amount of Php500,000.00. Proof of insurance should be submitted 5 calendar days before deployment.

- **APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **Five Million One Hundred Fifty Thousand Pesos (Php 5,150,000.00) inclusive** of applicable fees and taxes.

- **TERMS OF PAYMENT**

Send the bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the requirements of each milestone stated below. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the billing. Payment is based on the actual number of participants and costs incurred and will be paid thirty (30) days upon receipt of a Statement of Account (SOA) or Billing Statement together with the complete supporting documents.

PARTICULARS	TERMS OF PAYMENT
<ul style="list-style-type: none"> <li>• Upon completion of site validation</li> </ul>	15% of the total contract price
<ul style="list-style-type: none"> <li>• Proof of booking confirmation for accommodation, transportation, and B2B/Welcome Dinner venue.</li> <li>• Approved sample of giveaway for mass production</li> </ul>	70% of the total contract price

• Approved Menu for the meal requirements of participants	
• Submission of Photos, SDE and Accomplishment or Terminal Report	15% of the total contract price
• Complete delivery of giveaways	
TOTAL	100% of the total contract price

- **CONTRACT DURATION**

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

- **PROJECT OFFICERS CONTACT INFORMATION**

<p><b>EDMON GERALD A. LOZA</b>  Market Specialist III  Domestic Promotions Department  edmon_loza@tpb.gov.ph</p>
<p><b>MICHELLE S. ALCANTARA</b>  Market Specialist III  Domestic Promotions Department  michelle_alcantara@tpb.gov.ph</p>
<p><b>ZOPHIA MAE LANUZA</b>  Project Officer  Domestic Promotions Department  zophia_lanuza@tpb.gov.ph</p>

**Name of the Procuring Entity : Tourism Promotions Board Philippines**

**Project : Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF) Lot 1-2/ITB No. 2025-013**

**Lot No.:** \_\_\_\_\_

List of all Ongoing Government & Private Contracts within **the last 3 years from the date of submission and receipt of bid** including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

Note: This statement shall be supported with (any of the following):

**1. Notice of Award or Notice to Proceed or Contract or Equivalent**

**Note:** This is a sample form, Bidders may/may not use this form for the submission of the List of Ongoing projects

Submitted by : \_\_\_\_\_

(Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Name of the Procuring Entity : Tourism Promotions Board Philippines**

**Project : Services of a Tour Operator for the Conduct of Regional Travel Fair (RTF) Lot 1-2 / ITB No. 2025-013**

**Lot No. :**

**Single Largest Completed Contract (SLCC) similar to the Contract to be bid within the last 3 years from the date of submission and receipt of the bid, contract should be at least be fifty percent (50%) of the ABC**

Business Name : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Owner's Name Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This Statement shall be supported with

1. Certificate of Complete or Equivalent

Note: This is a sample form, Bidders may/may not use this form for the submission of the SLCC

Submitted by:

Name of Representative of Bidder: \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

### BID FORM

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
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(if none, state “None”) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

