

TECHNICAL SPECIFICATIONS
SERVICES OF TOUR OPERATOR FOR THE CONDUCT OF
PHILIPPINE MOTORCYCLE TOURISM (PMT): REGIONAL FORUM AND MOTO CAMP
"Safe and Responsible Travel"
Destination: Region II | Duration: June 13-15, 2025

I. BACKGROUND

The Philippine Motorcycle Tourism (PMT) Program has been a key initiative in reviving the country's tourism industry post-pandemic. Spearheaded by the Department of Tourism (DOT) and the Tourism Promotions Board (TPB) Philippines, in collaboration with the men and women motorcycle enthusiast, rider club and associations, the program has successfully encouraged domestic travel while ensuring adherence to safety protocols.

As leisure travel resumes, the PMT program continues to drive tourism and economic growth by engaging motorcycle riders to promote local destinations. For CY 2025, TPB will sustain its support for rider associations, fostering interest in motorcycle tourism through event sponsorships and promotional activities. In return, participating groups will feature TPB and PMT branding in their materials, acknowledge TPB's contributions, and integrate official PMT content into their programs.

Additionally, TPB-PMT aims to develop motorcycle tourism circuits across various destinations, promote and adhere to the "Basic Safety Ridings.

II. OBJECTIVES:

This activity aims to:

- a. Promote Philippine Motorcycle Tourism while advocating road safety travel among the men and women participants and adapt the government's safety guidelines and protocols in the hospitality industry.
- b. Explore and promote the different tourist destinations in the country.
- c. Contribute to increase in the sales of the tourism business industries in the city; and
- d. Encourage more men and women motorcycle sports enthusiasts to engage in a tourism activity as a potential niche tourist product.

III. SCOPE OF WORKS AND SERVICES

A. LOGISTIC REQUIREMENTS OF THE EVENT AND TOUR	
1. Transportation	<ol style="list-style-type: none">a. Two (2) units of van for the TPB Secretariat for four (4) daysb. Route:<ul style="list-style-type: none">- 1 within Nueva Vizcaya- 1 van Manila – Nueva – Manilac. Van Transportation must be at least 2018 or latest model with 10-seaterd. Inclusive of fuel, driver, parking, and other related expensese. Inclusive of driver accommodation, meals, and other expensesf. Maximum use of fifteen (15) hours per day inclusive of overtime and driver's overtimeg. Includes third-party liability insuranceh. Provision of First Aid kit and available umbrellas on boardi. Equipped with GPS or Waze and charge units for phonesj. Driver should have strong navigation skillsk. 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 reasonable time
2. Transportation for the Bloggers/ Vloggers and Influencers	<ul style="list-style-type: none"> a. Route: Manila – Nueva Vizcaya – Manila b. Bus Transportation must be at least 2018 or latest model can accommodate forty (40) persons c. Inclusive of fuel, driver, parking, and other related expenses d. Inclusive of driver accommodation, meals, and other expenses e. Maximum use of fifteen (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 should have strong navigation skills j. Draft itinerary provided (subject to change without prior notice) k. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within reasonable
3. Hauling Truck	<ul style="list-style-type: none"> a. One (1) unit that can carry thirty (30) Motorcycles b. Route: Manila – Nueva Vizcaya c. Transportation must be at least 2018 or latest model d. Inclusive of fuel, driver, parking, and other related expenses e. Inclusive of driver accommodation, meals, and other expenses f. Maximum use of fifteen (15) hours per day inclusive of overtime and driver's overtime g. Includes third-party liability insurance h. Equipped with GPS or Waze and charge units for phones i. Driver should have strong navigation skills j. Draft itinerary provided (subject to change without prior notice) k. Should the truck develop any mechanical fault in transit, the tour operator must find a replacement within reasonable time.
4. Air Tickets Requirements	<ul style="list-style-type: none"> a. Five (5) Economy air tickets for TPB Personnel/Staff and Officials b. Route: (Manila – Tuguegarao – Manila) c. With twenty (20) kgs. baggage allowance per way d. Inclusive of services of online check-in and other requirements as may be deemed necessary e. Must be rebookable and refundable
5. Travel Insurance	<ul style="list-style-type: none"> a. Individual comprehensive travel insurance including medical emergency coverage in the amount of at least Php500,000.00 each for the following: <ul style="list-style-type: none"> - 10 TPB Personnel - 30 Pax Invited Bloggers/media - 5 speakers
6. Hotel Accommodation	<ul style="list-style-type: none"> a. Five (5) days and four (4) nights – Five (5) Room Twin Sharing <i>** 2 beds in a room</i> b. Four (4) days and three (3) nights – Fifteen (15) Twin Sharing <i>** 2 beds in room</i> c. Inclusive of breakfast d. 3-star category or equivalent (indicate the name of accommodation in the technical bid) e. With Wi-Fi connection
7. Courier or Additional Baggage Allowances	<ul style="list-style-type: none"> a. Courier of twenty (20) boxes from Manila – Tuguegarao – Manila with estimated of twenty-three (23) kilos per box
8. Meal Arrangements	<ul style="list-style-type: none"> a. Meals for five (5) days in the amount of Php1,500 per pax/day, inclusive of lunch and dinner. The number of pax is forty (40).

9. Contingencies	<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> <table> <tr> <td>a. Coordination Meetings (Pre-During-Post Preparations)</td><td>PhP30,000.00</td></tr> <tr> <td>b. Communication of TPB Personnel</td><td>PhP5,000.00</td></tr> <tr> <td>c. Supplies and Materials</td><td>PhP5,000.00</td></tr> <tr> <td>d. Other air ticket requirements</td><td>PhP10,000.00</td></tr> <tr> <td>e. Other related expenses</td><td>PhP10,000.00</td></tr> <tr> <td>Total</td><td>PhP60,000.00</td></tr> </table>	a. Coordination Meetings (Pre-During-Post Preparations)	PhP30,000.00	b. Communication of TPB Personnel	PhP5,000.00	c. Supplies and Materials	PhP5,000.00	d. Other air ticket requirements	PhP10,000.00	e. Other related expenses	PhP10,000.00	Total	PhP60,000.00
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10. Airport Transfers of TPB Personnel	Provision of airport transfers for all TPB Personnel including departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical.												
11. Health Care Kits	Provision of forty (40) pouches of care kits for safety protocol (alcohol or sanitizer, wipes, and tissues) for the TPB/DOT personnel and participants)												
12. Tour Requirements of Influencer/ Bloggers/ Vloggers	<p>a. Inclusion of enhanced tour for the group</p> <p>b. Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests</p> <p>c. Onboard water to hydrate the participants</p> <p>d. Printing of Photo Op Banner (Design to be provided by TPB)</p>												
13. Giveaways	<p>a. Printing, production and delivery of Three hundred fifty (350) 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"> • 50 pcs. Small • 60 pcs. Medium • 60 pcs. Large • 80 pcs. XL • 50 pcs. XXL • 50 pcs. XXXL 												
B. PHOTO/VIDEO DOCUMENTATION PRE/POST TOUR AND FORUM													
14. Documentation of Tours	<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 two (2) weeks after the event and will be exclusive property of TPB</p>												
C. FORUM REQUIREMENTS													
15. Lease of Venue	<p>a. Round Table Set-up for Lunch (if applicable) as proposed set-up</p> <p>b. With centralized air conditioning system and well-lit during the event proper</p> <p>c. With complimentary use of available LCD Screen and Projector</p> <p>d. With internet connection that can accommodate 150 – 200 users if applicable</p> <p>e. With signage in the event area</p> <p>f. Provision of physical and technical Requirements, as follows:</p> <ul style="list-style-type: none"> • audio and visual equipment • mixing console • USB Player • at least 3 Microphones (wired and wireless) • stage for the presentation (at least 12 x 20 ft. and 3 ft in height) • mobile projector screen (10.5 x 14 ft. screen) 												

	<ul style="list-style-type: none"> • lectern with gooseneck microphone if applicable • Charging area for the mobile phone • lounge chairs on stage • stage risers <p>g. Assistance during physical and technical set-up, as needed</p> <p>h. Indicate the name of venue in the technical bid</p>
16. Food and beverage for the Forum	<p>a. AM/PM Snacks for three hundred (300) pax</p> <p>b. Lunch for three hundred (300) pax</p> <p>c. Menu shall be approved by TPB</p> <p>d. Managed buffet for lunch with one round of iced tea, juice, or soda</p> <p>e. Flowing coffee/tea during the event</p> <p>f. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</p> <p>g. Dressed tables/chairs with center piece according to the theme in coordination</p> <p>h. Uniformed and well-trained banquet service</p> <p>i. With centralized air conditioning system and well-lit</p> <p>j. Can provide basic sound system with wireless microphone, if necessary</p> <p>k. Must be flexible and could adjust immediately to urgent requirements.</p> <p>l. Other arrangements that may be mutually agreed upon by the TPB.</p> <p>m. Inclusive of 10% buffer for food and beverage</p> <p>n. Must submit the menu prior to the event for the TPB's approval</p>
17. Food and beverage for the Moto Camp	<p>a. Dinner for two hundred (200) pax</p> <p>b. Managed buffet or packed meals with one round of iced tea, juice, or soda (whichever is applicable in the area)</p> <p>c. Flowing coffee/tea during the event</p> <p>d. Set up the venue with a camp style ambiance</p> <p>e. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)</p> <p>f. Must be flexible and could adjust immediately to urgent requirements.</p> <p>g. Other arrangements that may be mutually agreed upon by the TPB.</p> <p>h. Inclusive of 10% buffer for food and beverage</p> <p>i. Must submit the menu prior to the event for the TPB's approval</p>
18. Speakers for the Forum	<p>Five (5) speakers for TPB's approval for the following:</p> <ol style="list-style-type: none"> How to become a Motorcycle Friendly Establishment Women Who Ride Advocating Safety Rides Unlocking Business Opportunities through Motorcycle Tourism The Basic of Motorcycle Tourism Content Creation (Blogging) <p>Provide the following requirements for the Speakers:</p> <ol style="list-style-type: none"> Honorarium for the speakers Hotel accommodation for at least three (3) days and two (2) nights Air tickets (Manila – Tuguegarao – Manila) with 20 kgs baggage allowance per way, inclusive of services of online check-in and other requirements as may be deemed necessary, and must be rebookable and refundable Meals for three (3) days in the amount of PhP1,500 per day
19. Basic Safety Riding Clinic	<p>Provide a Team to conduct a Basic Safety Riding Clinic (to be approved by TPB), with at least three (3) riders' facilitators</p> <p>Provide the following requirements for the Facilitators:</p> <ol style="list-style-type: none"> Honorarium Hotel accommodation for at least three (3) days and two (2) nights

	<div>d. Air tickets (Manila – Tuguegarao – Manila) with 20 kgs baggage allowance per way, inclusive of services of online check-in and other requirements as may be deemed necessary, and must be rebookable and refundable</div> <div>e. Meals for three (3) days in the amount of PhP1,500 per day</div>									
20. Technical Requirements during the Forum and Moto Camp	<div>Regional Forum</div> <div><div>a. LED Wall at least 9 x 3 meters</div><div>b. Complete Lights, Sound System, and microphones</div><div>c. Technical Director and Script Writer</div><div>d. Host/Emcee must be a Motorcycle Enthusiast</div><div>e. Photo Wall at the entrance of the hall</div><div>f. Entertainment during the Opening of Conference</div><div>g. Entertainment inclusive of talent fees, meals, and logistic requirements</div></div> <div>Moto Camp</div> <div><div>a. Complete Lights, Sound System, and microphones (if applicable)</div><div>b. Local entertainment during the Moto Camp (to be approved by TPB)</div></div>									
D. OTHER TECHNICAL REQUIREMENTS										
21. Personnel of Tour Operator	<div>a. Key Personnel involved in the project must have a minimum of three (3) years of relevant experience supported by CVs to be submitted together with the technical bid:</div> <table><tr><td>Essential Team Members</td><td>Minimum No. Experience</td><td>Educational Background</td></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> <div>b. Two (2) Administrative/Logistics Support (to submit CV within five (5) calendar days from the date of receipt of Notice of Award)</div> <div>Note: Supplier may recommend additional personnel deemed fit for the team following the scope of work and deliverables</div>	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
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Project Manager/Team Leader	At least 3 years	College Graduate								
Assistant Project Manager	At least 3 years	College Graduate								
22. DOT Accreditation	Tour Operator must be DOT Accredited. The bidder must submit a certificate of DOT Accreditation together with the technical bid.									

IV. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

Venue: Region II

Date: June 13 – 16, 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.

V. ELIGIBILITY REQUIREMENTS

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

VI. 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.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **TWO MILLION PESOS ONLY (PhP2,000,000.00)**, inclusive of applicable fees and taxes.

VIII. 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
Proof of booking confirmation for accommodation, transportation, and Forum venue. Approved Menu for the meal requirements of participants	15% of the Total Contract Price
Approved speakers and program of activities	35% of the Total Contract Price
Submission of Photos, SDE and Accomplishment or Terminal Report	50% of the Total Contract Price
TOTAL	100% of the Total Contract Price

IX. CONTRACT DURATION

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

X. PROJECT OFFICERS CONTACT INFORMATION

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