

TECHNICAL SPECIFICATIONS

SERVICE PROVIDER FOR THE IMPLEMENTATION OF THE CORPORATE SOCIAL RESPONSIBILITY (CSR) 2025-1ST LEG: TPB Goes Green: Exploring Sustainability and Tree Planting in New Clark City 20 June 2025

I. BACKGROUND

In celebration of World Environment Day and Philippine Environment Month, the Tourism Promotions Board (TPB), together with the Bases Conversion and Development Authority (BCDA), will conduct a tree-planting activity in New Clark City, Capas, Tarlac, in June 2025. This initiative serves as a symbolic yet meaningful step toward cultivating a greener and more resilient tourism sector. It also complements this year's global theme, **"Ending Plastic Pollution,"** by promoting environmental awareness and action.

Additionally, a Sustainability Tour of New Clark City will be part of the initiative. This tour aims not only to educate volunteers on the city's environmentally sound practices but also to inspire participants to become advocates for a sustainable, resilient, and inclusive community.

Expected participants for this collaboration include forty-one (41) TPB volunteers, two (2) content creators, two (2) photographers/videographers, and fifteen (15) BCDA volunteers.

II. OBJECTIVES

For the smooth implementation of the CSR activity, the CPBDD requires the services of a tour operator or event/project management company to manage and assist the CSR Team with the logistical requirements of the project.

III. SCOPE OF WORK

The TPB shall procure the services of a tour operator or event/project management company to provide the following requirements:

REQUIREMENTS	PARTICULARS	REMARKS
A. LAND TRANSPORTATION	<ul style="list-style-type: none">Estimated routes: Manila/Pasay-New Clark City- Manila/PasayWhole 1 day rental of one (1) unit bus for the TPB volunteersMust be at least 2019 or newer modelMust include driver's fee as well as his food and other miscellaneous cost,	<ul style="list-style-type: none">a. Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.b. With comprehensive insurance

	<p>maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other onsite related expenses.</p> <ul style="list-style-type: none"> • Maximum of 15 hours per day inclusive of overtime and drivers' fee. 	<p>c. Daily disinfection of vehicles and always ensure cleanliness.</p> <p>d. Vehicles must be equipped with the following:</p> <ul style="list-style-type: none"> - climate control or air-conditioning, - PA system and CCTVs. - On-board insurance and 3rd party liability insurance; - universal sliding windows and safety belts for all seats. - GPS or Waze application and charging ports/units for mobile phones; - on-board first-aid-kit; fire extinguisher, umbrellas; - working mobile phones and/or handheld two-way radio for easy coordination <p>e. Drivers should have strong navigation skills, always in proper attire or uniform.</p> <p>f. First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.).</p> <p>g. Provision of 4 gallons of distilled mineral water stand-by (minimize use of plastic bottles)</p>
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		<p>h. Itinerary to be provided by TPB.</p> <p>i. Project Name signage on the vehicle should be provided.</p>
B. FOOD AND BEVERAGE	<ul style="list-style-type: none"> ● Provision of meals (am, lunch, and pm snack) for 60 pax ● Estimated cost per pax: PhP1,000.00. <ol style="list-style-type: none"> 1. AM snacks with drinks to be distributed prior departure from the assembly point (TBD). 2. Buffet lunch with set-up at the mess hall of the Athlete's Village, New Clark City. 3. Packed PM snacks to be distributed after tree planting activity or prior return to Manila. <ul style="list-style-type: none"> ● Inclusive of rental fee for Venue/Function Room for the buffet lunch. 	<ol style="list-style-type: none"> a. Menu is subject to the approval of TPB. Proposals shall be submitted within three (3) working days upon receipt of NTP. b. Packed meals shall be packed in an eco-friendly packaging. c. Can accommodate a special diet (for personnel with special needs, vegetarians, diabetics, with allergies and people who eat halal food; gluten-free). Food restrictions will be shared immediately upon issuance of NTP. d. For lunch, buffet-style with one round of soft drinks or iced tea for beverage. e. Bidders shall coordinate with TPB and the admin office of the Athletes' Village for the reservation and use of the mess hall. f. Bidders are encouraged to engage with accredited suppliers/caterers of the Athletes' Village. g. In case the mess hall is not available, bidder may recommend restaurants subject to the approval of

		<p>TPB.</p> <p>h. Drinking water for the participants shall be available on stand-by at the bus and at the lunch venue</p> <p>i. Complete set-up for buffet stations with:</p> <ul style="list-style-type: none"> - All dinnerware and glassware necessary for the event - Waiters/Service personnel clad in clean uniforms - Buffet Table with setting - Clean linens with motif as specified/required for the event
C. NATIVE TREE SEEDLINGS	Provision and delivery of 100 - 150 Native Tree Seedlings at the NCC designated area.	<p>a. BCDA and TPB may recommend a supplier, but the bidder is encouraged to also recommend other suppliers.</p> <p>b. Inclusive of the delivery to the NCC designated area.</p> <p>c. Seedlings shall be in good condition and ready to plant.</p>
D. PHOTO AND VIDEO DOCUMENTATION	<ul style="list-style-type: none"> ● Provision of 1 professional photographer and 1 videographer to cover the CSR proper with the following output: <ul style="list-style-type: none"> - 100- 200 color-enhanced photos - 1-2 minutes event highlight video - 6-10 minutes activity video 	<p>a. Initial outputs for the photos and 6-10 mins activity video shall be submitted within 7 working days from the conclusion of the project.</p> <p>b. Initial output for the 1-2 mins highlight video shall be submitted within 2 working days from the conclusion of the project.</p>

	<ul style="list-style-type: none"> ● Provision of (1) external hard drive containing consolidated outputs. 	
E. VOLUNTEERS KITS	<p>Provision of 70 bags of safety kits for volunteers to include the following items:</p> <ul style="list-style-type: none"> - 1 Dry Bag - 1 LTP x CSR Shirt - 1 50ml Insect repellent (Environment-friendly) - 1 50g of Sunscreen (Environment-friendly) - 1 pack of organic wipes - 1 pack of facial tissue - 1 personal handheld flashlight - 1 pack of mints - 1 50ml. 70% isopropyl alcohol spray in a bottle 	<ul style="list-style-type: none"> a. To be delivered on or before 20 June 2025. b. Shirt material: 100% cotton c. Shirt sizes shall be shared by TPB within 2 days from receipt of the signed NTP. d. Printing process, lay out, and design, refer here: https://drive.google.com/file/d/1GLG3RITvve1Oc5qWXDb_QREC sTDm6s0d/view?usp=sharing
F. MANAGEMENT OF ACTIVITY	<ul style="list-style-type: none"> ● Provision of at least two coordinator/s to co-lead the implementation of the project ● Close coordination with suppliers, TPB, BCDA, and suppliers for arrangements. ● Manage and handle all logistical requirements with guidance from TPB and BCDA ● To ensure special requests for lunch and packed breakfast or am/pm snacks, etc. are arranged with restaurants ● To ensure that itinerary is followed and on-time 	<ul style="list-style-type: none"> a. Preferably based and familiar in Manila/New Clark City/Pampanga and/or Tarlac. b. Tour Coordinator must have at least five (5) years relevant experience. c. Bidders should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Technical Bid. d. Shall work closely with the assigned TPB and BCDA Officers on all matters required for the smooth implementation of the tour.

	<ul style="list-style-type: none"> • Inclusive of payment for toll fees, entrance fees and environmental fees (if applicable) and other applicable fees. 	
G. MISCELLANEOUS EXPENSES	Inclusive of communication expenses, supplies, emergency fund, and other on-site related expenses worth Php10,000.00.	

*Indicative/Tentative Dates only

*Itinerary is subject to change without prior notice.

IV. IMPLEMENTATION SCHEDULE AND OTHER DETAILS OF THE PROJECT

DATE: 20 June 2025

LOCATION: New Clark City, Capas, Tarlac

NO. OF PARTICIPANTS:

- **Organizers**
 - 41 TPB volunteers
 - 15 BCDA volunteers
 - 2 Videographer/Photographer
 - 2 Content Creators

V. OTHER TERMS AND CONDITIONS

1. Preferably based in Manila, Pampanga, or Tarlac.
2. Willing to accommodate immediate or unforeseen changes in specifications.
3. Activities and/or schedules/dates are subject to change based on recommendations from the DOT Regional Office and the organizers.

VI. BIDDER'S ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned and operated Tour Operator, or Events/Project Management Company under Philippine laws, and must have been in operation for the last three (3) years.
2. Must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal).

VII. APPROVED BUDGET FOR CONTRACT

The approved budget of the contract (ABC) is **THREE HUNDRED FIFTY THOUSAND PESOS ONLY (Php350,000.00)** inclusive of all applicable fees and taxes chargeable against the 2025 Approved Corporate Operating Budget.

VIII. TERMS OF PAYMENT:

1. The terms of payment shall be on a “**send-bill**” arrangement based on the actual total cost to the Tourism Promotions Board (TPB) Philippines. The winning bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Payment shall be made through LBP bank deposit. Otherwise, bank charges shall be shouldered by the supplier.
2. Payment shall be made within thirty (30) working days upon submission of the Statement of Account, after the conclusion of the event, provided there are no additional documentary requirements or billing concerns

Please send the billing statement to:

MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer

Tourism Promotions Board Philippines

6/F Five E-Com Center, Harbor Drive, Mall of Asia (MOA) Complex, Pasay City, 1300

IX. CONTRACT DURATION

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

X. PROJECT OFFICERS' CONTACT INFORMATION

For particulars, please contact:

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