

TECHNICAL SPECIFICATIONS
Supply and Delivery of Land Transportation Requirements
Relative to the Implementation of PHITEX + MICECONnect 2025
As of 28 May 2025

I. BACKGROUND

PHITEX stands as the country's foremost government-organized travel trade event, with a legacy dating back to its establishment in 1996. The event attracts esteemed, qualified buyers from around the globe to engage in meaningful tabletop business appointments with distinguished Philippine sellers. Moreover, participants also experience the beauty and diversity of the Philippine destinations firsthand through exclusive post-event tours with the shared mission of boosting tourist arrivals and showcasing the best of the Philippines.

Over the years, PHITEX has emerged as a pivotal annual marketing occasion that strengthens the Philippines' brand image and fosters collaboration among participants in promoting affordable, competitive tourism packages.

MICECONnect is an innovative initiative from the Philippine MICE Conference (MICECON), designed to foster meaningful connections and drive business opportunities within the Meetings, Incentive Travel, Conventions, and Exhibitions (MICE) industry.

Building on the success of MICECON's educational and networking framework, MICECONnect serves as a specialized platform that brings together Philippine MICE stakeholders and international buyers in a focused business-to-business (B2B) setting. This program bridges the gap between local service providers and global decision-makers, enabling the Philippines to showcase its world-class MICE destinations, venues, and services while forging long-term partnerships with international industry players.

Through MICECONnect, participants gain access to curated networking opportunities, one-on-one meetings, and familiarization tours that highlight the Philippines' unique offerings as a MICE destination. By integrating this strategic initiative, MICECONnect enhances the Philippines' visibility on the global stage, supports local economic growth, and solidifies the country's position as a rising leader in the Asia-Pacific MICE industry.

This dynamic platform not only complements the educational objectives of MICECON but also aligns with the Philippine MICE Roadmap 2030, which aspires to position the country among the top 10 MICE destinations in the region. Furthermore, the event objectives are aligned with the goals of the National Tourism Development Plan (NTDP) 2023-2028 which seeks to establish a Philippine tourism industry anchored on Filipino culture, heritage and identity as well as the purpose of AmBisyon 2040 for the Filipinos to enjoy a strongly rooted, comfortable and secure life by year 2040.

II. SCHEDULE OF DELIVERY

Date : 05 – 19 September 2025
Venue : Metro Manila and Suburbs

REQUIREMENT	LOCATION	DATE
Transportation requirements for Airport-Hotel Transfers of PHITEX 2025 Buyers	Metro Manila	06 – 07 September 2025
Transportation requirements for Airport-Hotel Transfers of MICECONnect 2025 Buyers	Metro Manila	07 – 08 September 2025

Shuttle services for buyers from the official hotel to TRAVEX and for the MICECONnect 2025 to the venue and vice versa	Metro Manila	08 – 10 September 2025
Shuttle services for the PHITEX buyers, sellers, and others from the official hotel to the venue and vice versa, during Welcome Cocktails	Metro Manila	08 September 2025
Shuttle services for the PHITEX + MICECONnect 2025 buyers and delegates from the official hotel to the venue and vice versa, during Farewell Cocktails	Metro Manila	09 September 2025
Shuttle services for MICECONnect Buyers, sellers, and others from the official hotel to the venue and vice versa, for the MICECONnect Farewell Cocktails	Metro Manila	10 September 2025
Shuttle service for PHITEX + MICECONnect 2025 Secretariat	Metro Manila and Suburbs Residences to Hotel (Metro Manila, Bulacan, Cavite and Suburbs)	05 September 2025 06 – 11 September 2025 14 – 19 September 2025
Transportation requirements for the Departure of PHITEX 2025 Buyer	Metro Manila	15 – 16 September 2025
Transportation Requirements for the Departure of MICECONnect Buyers 2025	Metro Manila	17 – 18 September 2025

III. SCOPE OF WORK

Date	Type of Vehicle/s	Particulars
05 September 2025	Van	Provision of shuttle services for Secretariat: <i>Manila (Residences near the airport)</i> - six (6) units with a minimum of 10 hours x 1 day - maximum of 6 hours of overtime
06 – 11 September 2025 14 – 19 September 2025	Van	Provision of Shuttle Services for Secretariat: - six (6) units with a minimum of 10 hours x 6 days - maximum of 6 hours of overtime - eight (8) units with a minimum of 10 hours x 6 days - maximum of 6 hours of overtime
06 – 07 September 2025	Van and Coaster	Transportation Requirements for the Arriving Buyers: - twelve (12) units of van with a minimum of 10 hours x 2 days - four (4) units of coaster with a minimum of 10 hours x 2 days Note: - <i>maximum of 6 hours of overtime</i> - <i>four (4) times navigation in Makati and BGC</i>
08 September 2025	Bus and Van	Shuttle Service for the PHITEX Buyers Welcome Cocktails - two (2) units of bus with a minimum of 10 hours x 2 days - four (4) units of van with a minimum of 10 hours x 2 days Note: - <i>maximum of 6 hours of overtime</i> - <i>four (4) times navigation in Makati and BGC</i>

09 September 2025	Bus and Van	Shuttle Service for the Philippine Reception for PHITEX + MICECONnect 2025 Sellers <ul style="list-style-type: none"> - four (4) units of bus with a minimum of 10 hours x 2 days - two (2) units of van with a minimum of 10 hours x 2 days Note: <ul style="list-style-type: none"> - maximum of 6 hours of overtime - four (4) times navigation in Makati and BGC
10 September 2025	Bus and Van	Shuttle Service for the MICECONnect Farewell Cocktails for MICECONnect Buyers <ul style="list-style-type: none"> - two (2) units of bus with a minimum of 10 hours x 2 days - four (4) units of van with a minimum of 10 hours x 2 days Note: <ul style="list-style-type: none"> - maximum of 6 hours of overtime - four (4) times navigation in Makati and BGC
15 – 16 September 2025	Van and Coaster	Departure of PHITEX 2025 Buyers <ul style="list-style-type: none"> - eight (8) units of van with a minimum of 10 hours x 2 days - two (2) units of coaster with a minimum of 10 hours x 2 days Note: <ul style="list-style-type: none"> - maximum of 6 hours of overtime - four (4) times navigation in Makati and BGC
17 – 18 September 2025	Van and Coaster	Departure of MICECONnect Buyers <ul style="list-style-type: none"> - eight (8) units of van with a minimum of 10 hours x 1 day - two (2) units of coaster with a minimum of 10 hours x 2 days Note: <ul style="list-style-type: none"> - maximum of 6 hours of overtime - four (4) times navigation in Makati and BGC
19 September 2025	Van	Provision for the Port Courtesies, Transportation, Safety, and Security Committee Shuttle Service for Metro Manila & Suburbs <ul style="list-style-type: none"> - three (3) units with a minimum of 10 hours x 1 day

Note: All vehicles to be assigned shall be subject to verification of Technical Compliance during the Post-Qualification

Vehicle	Rate	Overtime Rate
Van	PhP14,000.00 per 10 hours, inclusive of toll fees, parking fees	PhP950.00 per hour
Coaster	PhP20,000.00 per 10 hours, inclusive of toll fees, parking fees	PhP1,400.00 per hour
Bus	PhP26,000.00 per 10 hours, inclusive of toll fees, parking fees	PhP1,600.00 per hour
Bus and Coaster	PhP1,000.00 per navigation fee per bus and coaster at Makati & BGC	-

Specifications:

1. Vehicles

- Van
 - a. Tourist Passenger Van (2020 or newer models) with proof of purchase or OR/CR
 - b. 12-seater Capacity
 - c. Fully air-conditioned, clean, comfortable, and presentable in good running condition
 - d. Must be equipped with a fire extinguisher, provision for a cooler for water/drinks, umbrellas, and a first aid kit, if applicable

- e. Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant requirements
 - f. With appropriate signage (for TPB's approval)
 - g. With airport passes/stickers for airport terminals in Metro Manila, if applicable
 - h. With comprehensive insurance
 - Coaster
 - a. Coaster (2018 or newer models) with proof of purchase or OR/CR
 - b. 22–27-Seater Coaster with luggage compartment
 - c. Fully air-conditioned, clean, comfortable, presentable, and in good running condition
 - d. Must be equipped with a fire extinguisher, provision for a cooler for water/drinks, umbrellas, and a first aid kit
 - e. Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant requirements
 - f. With appropriate signage (for TPB's approval)
 - g. With airport passes/stickers for the airport terminals in Manila, if applicable
 - h. With comprehensive insurance
 - Bus
 - a. Bus (2017 or newer models) with proof of purchase or OR/CR
 - b. 45–50-Seater Bus with luggage compartment
 - c. Fully air-conditioned, clean, comfortable, presentable, and in good running condition
 - d. Must be equipped with a fire extinguisher, provision for a cooler for water/drinks, umbrellas, and a first aid kit
 - e. Provision of safety kits, such as but not limited to spray alcohol, air purifier, disinfectant spray, temperature scanner, and other relevant requirements
 - f. With appropriate signage (for TPB's approval)
 - g. With airport passes/stickers for airport terminals in Metro Manila, if applicable
 - h. With comprehensive insurance
2. Drivers to be Assigned to the Project
- Qualifications of the Drivers
 - a. Must be polite, drive carefully/cautiously, adhere to road courtesy, and be prompt in reporting based on the agreed time
 - b. Must be presentable, clean-cut (hair)
 - c. Must be equipped with working mobile phones and/or handheld two-way radios for easy coordination
 - d. Must be/holder of a VALID Professional Driver's License
 - e. With a trip Ticket available when on/during duty
 - Dress Code
 - a. Polo Barong with shirt inside and black pants or the Company Uniform
 - b. Clean black shoes
 - c. Must wear company IDs throughout the event

Other Requirements:

1. Provide point person/coordinators/dispatchers during the arrival of buyers, the event proper, and the departure of buyers

IV. ADDITIONAL TECHNICAL REQUIREMENTS

1. Submit the following documents together with the Technical Bid:
 - DOT Accreditation Certificate as a Tourist Land Transport Operator
 - LTFRB Accreditation Certificate
 - List of international groups/events or foreign clients handled for the last five (5) years
 - Proof of ownership for 5 vans, 4 coasters, and 4 buses to be assigned to the project
2. At least 10 years of experience/expertise in land transportation service

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **THREE MILLION PESOS ONLY (PHP3,000,000.00)**, inclusive of all applicable taxes and fees, to be charges to PHITEX + MICECONnect 2025 budget.

VI. TERMS OF PAYMENT

- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Billing should be charged based on the minimum hour plus the approved overtime rate above the minimum hour, plus the approved overtime pay
- Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- Payment shall be made within thirty (30) working days upon submission of the Statement of Account with complete supporting documents
- Rate inclusive of comprehensive insurance, government tax, gasoline, all toll fees, and parking fees, if applicable
- The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

Send bill arrangement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the full completion of the deliverables, based on the actual cost incurred.

MICHAEL MALONDA
PHITEX Project Manager
International Promotions Department

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

VII. CONTRACT DURATION

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

VIII. PROJECT OFFICER'S CONTACT INFORMATION

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***** Nothing Follows *****