

## REQUEST FOR QUOTATION

The **TOURISM PROMOTIONS BOARD** invites you to submit a quotation for the item/s listed below:

**RFQ No.** **TPB RFQ 2025.07.187**

**PR No.** **2025.06.001**

**Requirements:** **SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF THE SITE VALIDATION IN PREPARATION FOR THE POST TOURS PROGRAM FOR THE MICECONNECT**

Quantity	Item/Description	Estimated Unit Price	Total Cost (PhP)		
1 Lot	SPECIFICATIONS/ SCOPE OF WORK/ SERVICES/ DELIVERABLES		PhP1,000,000.00	PhP1,000,000.00	
	REQUIREMENTS PER DESTINATION				
	(Clark, Davao, and Cebu & Bohol)				
	DELIVERABLES	SPECIFICATION			REMARKS
	Participants	Total number of participants: 3 pax (inclusive of 2 TPB Project Officers and 1 DOT Regional Office representative)  Minimum guarantee: three (3) pax			
	Transportation (Air)	Domestic air tickets for the following: <ul style="list-style-type: none"><li>Two (2) pax (Manila-Davao-Manila) 04 August 2025 (MNL – DVO) ETD: 06:05AM ETA: 08:05AM Via PR 2811  06 August 2025 (DVO – MNL) ETD: 06:00PM ETA: 07:55PM Via PR 1818</li><li>Two (2) pax (Manila-Cebu; Bohol-Manila) 04 August 2025 (MNL - CEB) ETD: 09:05AM ETA: 09:40AM via PR 2849  06 August 2025 (TAG – MNL) ETD: 11:10PM ETA: 12:35PM via PR 2774</li></ul>			<ul style="list-style-type: none"><li>- Use of Philippine National Flag Carrier is preferred. Use of low-cost carrier (LCC) will be subject to the approval of the TPB</li><li>- Inclusions:<ul style="list-style-type: none"><li>a. Regular economy</li><li>b. Rebookable, reroutable, refundable</li><li>c. Provision of 20kgs. Of roundtrip baggage allowance per person</li><li>d. Inclusive of all applicable taxes and surcharges</li></ul></li></ul>

	<b>Transportation (Land)</b>	<p>One (1) unit of van during the tour</p> <ul style="list-style-type: none"> <li>- Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>- Daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicle must be at least 2020 year model or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour (to submit OR &amp; CR for verification).</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, on-board insurance and 3rd party liability insurance; and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</li> <li>- Maximum of twelve (12) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses.</li> </ul> <p>e. All vehicles must be DOT-accredited (to submit DOT Certificate).</p>	<ul style="list-style-type: none"> <li>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and preferably with experience interacting with foreign guests.</li> </ul>		
	<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• One (1) single occupancy rooms</li> <li>• One (1) twin double occupancy room</li> <li>• Duration</li> <li>- Clark : 04-05 August 2025</li> <li>- Davao : 04-06 August 2025</li> </ul>	For run-through of the actual tour		

		<ul style="list-style-type: none"> <li>- Cebu and Bohol: 04-06 August 2025</li> <li>• Category: Standard business hotel</li> <li>• Complimentary breakfast</li> <li>• DOT-Accredited hotel/resort</li> </ul>			
	<b>Meals &amp; Beverages</b>	Provision of full-board meals and beverages for 3 pax for the whole duration of the trip. <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> *Minimum of PHP4,000.00 per person per day Menu to be approved by the TPB <ul style="list-style-type: none"> <li>- Winning bidder to provide proposed menu at least three (3) days before the validation trip</li> </ul>	Notes: <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverage per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the proposed itinerary.</li> <li>- Ensure provision of dietary requirements, if there is any.</li> <li>- Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>		
	<b>Itinerary Activities, Tours, Entrance and Environmental Fees</b>	Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 3 pax. <ul style="list-style-type: none"> <li>- Cover all necessary entrance and environmental fees, among others, if needed</li> </ul>	Notes: <ul style="list-style-type: none"> <li>- 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 the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>		

	<b>Travel Insurance</b>	Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00, for all participants.	
	<b>Tour Guide</b>	Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications: <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Clark, Davao and Cebu &amp; Bohol</li> </ul>	Note: <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within <b><u>10 calendar days upon issuance of NOA</u></b></li> </ul>
	<b>Tour Coordinator</b>	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	Notes: <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Quotation</li> <li>- Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour</li> </ul>
	<b>Incidental and Other Miscellaneous Expenses</b>	Allocation of a budget not exceeding PHP 20,000.00 each leg to cover expenses for food sampling, porter fees, terminal fees, and other on-site related expenses. Based on actual cost with prior approval from TPB, and must be supported with OR/ sales invoice	
	<b>GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS</b> <ol style="list-style-type: none"> <li>1. Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>2. Each itinerary is subject to finalization.</li> </ol>		

	<b>PROJECT IMPLEMENTATION SCHEDULE</b> Tour operator to provide the mentioned services from the following indicative schedule based on the attached itinerary. <ul style="list-style-type: none"> <li>Clark: 04-05 August 2025</li> <li>Davao: 04-06 August 2025</li> <li>Cebu and Bohol: 04-06 August 2025</li> </ul>		
	<b>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>Must submit proof of SEC Registration: must be Filipino-owned, operated, and legally registered tour services company under Philippine laws</li> <li>Must submit a copy of valid DOT-Accreditation Certificate: must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal)</li> <li>Must submit List of Similar Projects Handled: must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the submission of quotation</li> <li>Must submit the itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees, and other applicable fees, charges, and taxes)</li> </ol>		
	<b>LEGAL REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>Mayor's/ Business Permit</li> <li>PhilGEPS Registration Number/ Certificate</li> <li>Latest Business/Income Tax Return</li> <li>Omnibus Sworn Statement</li> </ol> <b>ATTACHMENTS:</b> <ol style="list-style-type: none"> <li>Statement of Compliance</li> <li>Omnibus Sworn Statement sample</li> <li>Technical Specifications</li> </ol> <b>NOTE:</b> <ol style="list-style-type: none"> <li>All entries must be typewritten in your company letterhead.</li> <li>Price validity shall be for a period of thirty (30) calendar days.</li> </ol>		
Terms	<ul style="list-style-type: none"> <li>Supplier must be willing to accept send-bill arrangement</li> <li>Payment will be based on the actual cost</li> <li>Payment term is thirty (30) days upon receipt of invoice, billing and/or other pertinent documents.</li> <li>Payment will be made through Landbank of the Philippines (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.</li> </ul> <p><i>Note: TPB-initiated sponsorship requests (hosted/ discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill the TPB based on actual costs of the tour and based on actual expenses per passenger.</i></p>		
ABC	The Approved Budget for the Contract (ABC) is inclusive of all applicable fees and taxes.		<b>PhP1,000,000.00</b>

Please submit your **quotation, technical, and legal documents** duly signed by your authorized representative to the email addresses: [ada\\_cruz@tpb.gov.ph](mailto:ada_cruz@tpb.gov.ph)/ [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph), not later than **08 July 2025, 05:00PM**, subject to the Terms and Conditions stated herein.

Please be informed that the Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.



**GENESIS WEIYN B. LEE**

Acting Head

Procurement Management Division

**CONTACT PERSON:** ADA CRUZ

# STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

## SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF THE SITE VALIDATION IN PREPARATION FOR THE POST TOURS PROGRAM FOR THE MICECONNECT

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 Bidder Bid and cross-referenced to that evidence. 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 may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.**

ITEM NO.	SPECIFICATIONS	STATEMENT OF COMPLIANCE	
1	<p>The TPB shall procure the services of a tour operator for the provision of the requirements specified below for each of the following destinations:</p> <ul style="list-style-type: none"><li>Clark: 07 – 11 July 2025</li><li>Davao: 07 – 11 July 2025</li><li>Cebu and Bohol: 07 – 11 July 2025</li></ul>		
2	REQUIREMENTS PER DESTINATION		
	(Clark, Davao, and Cebu & Bohol)		
	DELIVERABLES	SPECIFICATION	REMARKS
	Participants	<p>Total number of participants: 3 pax (inclusive of 2 TPB Project Officers and 1 DOT Regional Office representative)</p> <p>Minimum guarantee: three (3) pax</p>	
	Transportation (Air)	<p>Domestic air tickets for the following:</p> <ul style="list-style-type: none"><li>Two (2) pax (Manila-Davao-Manila) 04 August 2025 (MNL – DVO) ETD: 06:05AM ETA: 08:05AM Via PR 2811</li><li>06 August 2025 (DVO – MNL) ETD: 06:00PM ETA: 07:55PM Via PR 1818</li><li>Two (2) pax (Manila-Cebu; Bohol-Manila) 04 August 2025 (MNL - CEB) ETD: 09:05AM ETA: 09:40AM</li></ul>	<ul style="list-style-type: none"><li>Use of Philippine National Flag Carrier is preferred. Use of low-cost carrier (LCC) will be subject to the approval of the TPB</li><li>Inclusions:<ul style="list-style-type: none"><li>a. Regular economy</li><li>b. Rebookable, reroutable, refundable</li><li>c. Provision of 20kgs. Of roundtrip baggage allowance per person</li><li>d. Inclusive of all applicable taxes and surcharges</li></ul></li></ul>

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

		<p>via PR 2849</p> <p>06 August 2025 (TAG – MNL)</p> <p>ETD: 11:10PM</p> <p>ETA: 12:35PM</p> <p>via PR 2774</p>		
	<b>Transportation (Land)</b>	<p>One (1) unit of van during the tour</p> <ul style="list-style-type: none"> <li>Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> <li>Daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>Vehicle must be at least 2020 year model or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour (to submit OR &amp; CR for verification).</li> <li>Vehicles must be equipped with the following: climate control or air-conditioning, on-board insurance and 3rd party liability insurance; and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</li> <li>Maximum of twelve (12) hours per day inclusive of overtime and driver's fee.</li> <li>Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses.</li> </ul> <p>e. All vehicles must be DOT-accredited (to submit DOT Certificate).</p>	<p>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and preferably with experience interacting with foreign guests.</p>	
	<b>Accommodation</b>	<ul style="list-style-type: none"> <li>One (1) single occupancy rooms</li> </ul>	For run-through of the actual tour	



## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

		<ul style="list-style-type: none"> <li>• One (1) twin double occupancy room</li> <li>• Duration               <ul style="list-style-type: none"> <li>- Clark : 04-05 August 2025</li> <li>- Davao : 04-06 August 2025</li> <li>- Cebu and Bohol: 04-06 August 2025</li> </ul> </li> <li>• Category: Standard business hotel</li> <li>• Complimentary breakfast</li> <li>• DOT-Accredited hotel/resort</li> </ul>		
	<b>Meals &amp; Beverages</b>	Provision of full-board meals and beverages for 3 pax for the whole duration of the trip. <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> *Minimum of PhP4,000.00 per person per day Menu to be approved by the TPB <ul style="list-style-type: none"> <li>- Winning bidder to provide proposed menu at least three (3) days before the validation trip</li> </ul>	Notes: <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverage per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the proposed itinerary.</li> <li>- Ensure provision of dietary requirements, if there is any.</li> <li>- Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>	
	<b>Itinerary Activities, Tours, Entrance and Environmental Fees</b>	Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 3 pax. <ul style="list-style-type: none"> <li>- Cover all necessary entrance and environmental fees, among others, if needed</li> </ul>	Notes: <ul style="list-style-type: none"> <li>- 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,</li> </ul>	

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

			<p>subject to the approval of TPB.</p> <ul style="list-style-type: none"> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>	
	<b>Travel Insurance</b>	Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00, for all participants.		
	<b>Tour Guide</b>	<p>Provision of at least one (1) licensed DOT-accredited English-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Clark, Davao and Cebu &amp; Bohol</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within <b><u>10 calendar days upon issuance of NOA</u></b></li> </ul>	
	<b>Tour Coordinator</b>	Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their Quotation</li> <li>- Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour</li> </ul>	
	<b>Incidental and Other Miscellaneous Expenses</b>	Allocation of a budget not exceeding PHP 20,000.00 each leg to cover expenses for food sampling, porter fees, terminal fees, and other on-site related expenses. Based on actual cost with prior approval from TPB, and		

## STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

		must be supported with OR/ sales invoice		
3	<b>GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS</b> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. Each itinerary is subject to finalization.			
4	<b>ADDITIONAL TECHNICAL /ELIGIBILITY REQUIREMENTS:</b> 1. Must submit proof of SEC Registration: must be Filipino-owned, operated, and legally registered tour services company under Philippine laws 2. Must submit a copy of valid DOT-Accreditation Certificate: must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal) 3. Must submit List of Similar Projects Handled: must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the submission of quotation 4. Must submit the itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees, and other applicable fees, charges, and taxes)			
5	<b>PROJECT IMPLEMENTATION SCHEDULE</b> <b>Tour operator to provide the mentioned services from the following indicative schedule based on the attached itinerary.</b> <ul style="list-style-type: none"> <li>• Clark: 07 – 11 July 2025</li> <li>• Davao: 07 – 11 July 2025</li> <li>• Cebu and Bohol: 07 – 11 July 2025</li> </ul>			
6	<b>CONTRACT DURATION</b> The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.			

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

**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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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]*

**TOURISM PROMOTIONS BOARD PHILIPPINES**  
**TECHNICAL SPECIFICATIONS**

Services of a Tour Operator for the Conduct of the Site Validation in preparation  
for the Post Tours Program for the MICECONnect  
04-06 August 2025

**I. BACKGROUND**

MICECONNECT is a business networking event focused on the MICE (Meetings, Incentive Travel, Conventions, and Exhibitions) sector, organized by the Tourism Promotions Board (TPB) Philippines—the marketing arm of the Department of Tourism.

First launched in 2019, MICECONNECT is envisioned as a buyers’ invitational and business exchange platform to position the Philippines as a premier destination for international meetings and events.

It serves as a strategic venue for connecting international and local MICE planners (the “buyers”) with Philippine tourism stakeholders (the “sellers”), with the goal of promoting the country’s top MICE destinations.

This year, the Tourism Promotions Board Philippines (TPB) will be requiring the services of a tour operator to conduct arrangements of tours, transportation, coordination, and other required services for the Site Validation of the TPB representatives in preparation for the MICECONnect Post Tours Program.

**II. OBJECTIVES**

1. Encourage foreign MICE buyers to recognize the Philippines as a prime destination for incentive travel and integrate it into their tour programs by showcasing its unique experiences, world-class hospitality, and diverse attractions for corporate and group incentives;
2. Enhance destination knowledge & experience by offering incentivized experiences and allowing foreign buyers to explore key MICE cities and venues;
3. Highlight both emerging and well-established MICE destinations across select regions of the Philippines, offering a diverse range of venues, facilities, and local attractions that cater to the unique needs of MICE events to emphasize the country’s potential to host international events in different destinations.

**III. SCOPE OF WORK / SERVICES**

The TPB shall procure the services of a tour operator for the provision of the requirements specified below for each of the following destinations:

1. Clark : **04-05 August 2025**
2. Davao : **04-06 August 2025**
3. Cebu and Bohol: **04-06 August 2025**

REQUIREMENTS PER DESTINATION		
(Clark, Davao, and Cebu & Bohol)		
DELIVERABLES	SPECIFICATION	REMARKS
<b>Participants</b>	<p>Total number of participants: 3 pax (inclusive of 2 TPB Project Officers and 1 DOT Regional Office representative)</p> <p>Minimum guarantee: three (3) pax</p>	
<b>Transportation (Air)</b>	<p>Domestic air tickets for the following:</p> <ul style="list-style-type: none"> <li>Two (2) pax (Manila-Davao-Manila) 04 August 2025 (MNL – DVO) ETD: 06:05AM ETA: 08:05AM Via PR 2811</li> <li>06 August 2025 (DVO – MNL) ETD: 06:00PM ETA: 07:55PM Via PR 1818</li> <li>Two (2) pax (Manila-Cebu; Bohol-Manila) 04 August 2025 (MNL - CEB) ETD: 09:05AM ETA: 09:40AM via PR 2849</li> <li>06 August 2025 (TAG – MNL) ETD: 11:10PM ETA: 12:35PM via PR 2774</li> </ul>	<ul style="list-style-type: none"> <li>- Use of Philippine National Flag Carrier is preferred. Use of low-cost carrier (LCC) will be subject to the approval of the TPB</li> <li>- Inclusions: <ul style="list-style-type: none"> <li>a. Regular economy</li> <li>b. Rebookable, reroutable, refundable</li> <li>c. Provision of 20kgs. of roundtrip baggage allowance per person</li> <li>d. Inclusive of all applicable taxes and surcharges</li> </ul> </li> </ul>
<b>Transportation (Land)</b>	<p>One (1) unit of van during the tour</p> <ul style="list-style-type: none"> <li>- Vehicles maintained in accordance with the Philippine laws on technical safety requirements of vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>- Driver should have strong navigation skills, always in proper attire or uniform, presentable and preferably with</li> </ul>

	<ul style="list-style-type: none"> <li>- Daily disinfection of vehicle; ensure cleanliness at all times.</li> <li>- Vehicle must be at least 2020 year model or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour (to submit OR &amp; CR for verification).</li> <li>- Vehicles must be equipped with the following: climate control or air-conditioning, on-board insurance and 3<sup>rd</sup> party liability insurance; and safety belts for all seats; GPS or Waze application and charging ports/units for mobile phones; with on-board first-aid-kit; with provision of wet tissue, alcohol, mineral water and mints.</li> <li>- Maximum of twelve (12) hours per day inclusive of overtime and driver's fee.</li> <li>- Must include driver's fee as well as his food, PPEs and other miscellaneous cost, maintenance cost, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses.</li> <li>- All vehicles must be DOT-accredited (to submit DOT Certificate).</li> </ul>	experience interacting with foreign guests.
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>- One (1) single occupancy rooms</li> <li>- One (1) twin double occupancy room</li> <li>- Duration <ul style="list-style-type: none"> <li>▪ Clark : 04-05 August 2025</li> <li>▪ Davao : 04-06 August 2025</li> <li>▪ Cebu and Bohol: 04-06 August 2025</li> </ul> </li> </ul>	For run-through of the actual tour



	<ul style="list-style-type: none"> <li>- Category: Standard business hotel</li> <li>- Complimentary breakfast</li> <li>- DOT-Accredited hotel/resort</li> </ul>	
<b><i>Meals &amp; Beverages</i></b>	<p>Provision of full-board meals and beverages for 3 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> <li>- AM and PM snacks</li> <li>- Lunch</li> <li>- Dinner</li> </ul> <p>*Minimum of PhP4,000.00 per person per day</p> <p>Menu to be approved by the TPB</p> <ul style="list-style-type: none"> <li>- Winning bidder to provide proposed menu at least three (3) days before the validation trip.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- One round of non-alcoholic beverage per meal.</li> <li>- TPB representative to finalize the order/s per meal based on the proposed itinerary.</li> <li>- Ensure provision of dietary requirements, if there is any.</li> <li>- Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB)</li> </ul>
<b><i>Itinerary Activities, Tours, Entrance and Environmental Fees</i></b>	<p>Book, conduct, coordinate in advance with establishments, provide interactive / experiential tours and activities for 3 pax.</p> <ul style="list-style-type: none"> <li>- Cover all necessary entrance and environmental fees, among others, if needed.</li> </ul>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- 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 the approval of TPB.</li> <li>- Final itinerary to be approved by the TPB representative.</li> </ul>
<b><i>Travel Insurance</i></b>	<p>Provision of comprehensive travel insurance with medical coverage including COVID-19 amounting to PhP1,000,000.00, for all participants.</p>	
<b><i>Tour Guide</i></b>	<p>Provision of at least one (1) licensed DOT-accredited English-speaking</p>	<p>Note:</p> <ul style="list-style-type: none"> <li>- Winning bidder must submit a copy of the</li> </ul>

	<p>tour guide with the following qualifications:</p> <ul style="list-style-type: none"> <li>- Must be expert or familiar of the destination</li> <li>- Must be fluent and conversant in English</li> <li>- Must have an in-depth knowledge of the Philippines, specifically Clark, Davao and Cebu &amp; Bohol</li> </ul>	<p>Curriculum Vitae and DOT Accreditation of the proposed Tour Guide within <b><u>10 calendar days upon issuance of NOA.</u></b></p>
<b><i>Tour Coordinator</i></b>	<p>Tour should be accompanied by one (1) tour coordinator from the Tour Operator to handle on-site requirements and arrangements for the duration of the tour.</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>- Tour Coordinator must have at least three (3) years relevant experience.</li> <li>- Bidder should submit a copy of the Curriculum Vitae (CV) of the proposed tour coordinator in their <b><u>Quotation</u></b></li> <li>- Shall work closely with the Tour Guide as well as the assigned TPB Officer on all matters required for the smooth implementation of the tour.</li> </ul>
<b><i>Incidental and Other Miscellaneous Expenses</i></b>	<p>Allocation of a budget not exceeding PHP 20,000.00 each leg to cover expenses for food sampling, porter fees, terminal fees, and other on-site related expenses. Based on actual cost with prior approval from TPB, and must be supported with OR/ sales invoice</p>	

#### IV. GENERAL INCLUSIONS / OTHER TERMS AND CONDITIONS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Each itinerary is subject to finalization.

## **V. PROJECT IMPLEMENTATION SCHEDULE**

Tour operator to provide the mentioned services from the following indicative schedule based on the attached itinerary.

1. Clark : 04-05 August 2025
2. Davao : 04-06 August 2025
3. Cebu and Bohol: 04-06 August 2025

## **VI. ADDITIONAL TECHNICAL/ ELIGIBILITY REQUIREMENTS**

1. Must submit proof of SEC Registration: must be Filipino-owned, operated, and legally registered tour services company under Philippine laws
2. Must submit a copy of valid DOT-Accreditation Certificate: must be accredited with the Department of Tourism (DOT) (TPB to consider if their DOT certification has an ongoing application for renewal)
3. Must submit List of Similar Projects Handled: must be engaged in the business as a travel and tour operator for at least five (5) years from the date of the submission of quotation
4. Must submit the itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees, and other applicable fees, charges, and taxes)

## **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is **ONE MILLION PESOS (PhP1,000,000.00)** inclusive of all taxes and fees.

## **VIII. TERMS OF PAYMENT**

- Supplier must be willing to accept send-bill arrangement
- Payment will be based on the actual cost
- Payment term is thirty (30) days upon receipt of invoice, billing and/or other pertinent documents.
- Payment will be made through Landbank of the Philippines (LBP) bank deposit. If the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the **tour operator will bill the TPB based on actual costs of the tour and based on actual expenses per passenger.**

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

**MARIA MARGARITA MONTEMAYOR NOGRALES**  
Chief Operating Officer, Tourism Promotions Board

6<sup>th</sup> Floor, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City

**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 OFFICER CONTACT INFORMATION**

NAME : Ms. Jasmin Parra  
EMAIL : jas\_parra@tpb.gov.ph

NAME : Ms. Mary Ann Caramat  
EMAIL : maryann\_caramat@tpb.gov.ph

### ITINERARY OF TRAVEL

Project Name	SITE VALIDATION FOR MICEONNECT POST TOUR (CLARK & ENVIRONS)	
Date	04-05 August 2025	
Venue	CLARK AND ANGELES PAMPANGA	
Date / Time	Activity	Remarks
04 August 2025   Monday		
07:00 AM 07:30 AM	Assembly at the TPB 5-Ecom Depart from Manila to Clark	Transpo: Van TO Guide/Coordinator & 2 TPB Reps
10:00 AM	Courtesy Call with DOT III Regional Director, Richard G. Daenos  Meeting with assigned DOT III Liason Officer	Ground Floor, Clark Center Two-2, Clark Center Jose Abad Santos Avenue, Clark Freeport Zone 2009 dot3@tourism.gov.ph / <a href="mailto:dot.centraluzon@gmail.com">dot.centraluzon@gmailcom</a> 09189464586 / 0917.506.221 / 0917.500.8351
12:00 NOON	Lunch	
01:30 PM	Meeting with Clark Development Corporation (CDC)  Rolling Inspection: (1) Clark Museum and 4D Theater (2) Parade Grounds (3) Fort Stotsenberg Columns and monument (4) CDC Historical Buildings (5) White House (6) Barn House or Centennial Houses and restaurant (7) Nayon sa Clark for welcome dinner	
2:30 PM	Meeting with LIPAD for activity: Discovery Tour of Clark International Airport	
3:30 PM	Rolling Inspection of the Clark International Speedway	

4:00 PM	<b>MICE Venues Inspection Tour</b> <ul style="list-style-type: none"> <li>• Hilton Clark Sun Valley Resort</li> <li>• Midori Hotel &amp; Casino</li> <li>• Clark Marriott</li> <li>• Widus Hotel &amp; Casino</li> <li>• Quest Hotel &amp; Casino</li> <li>• Royce Hotel &amp; Casino</li> <li>• SMX Convention Center Clark</li> <li>• Park Inn by Radisson Clark</li> </ul>	
6:00 PM	Rolling Inspection of : (1) Smoki Moto (2) Amare (3) The Hilltop (4) Mimosa Golf & Driving Range	
8:00 PM	Dinner	
9:00 PM	Rolling Inspection of: (1) Clark Parade Grounds for Night Walking Tour (2) Foreign Merchants Club for Clark After Dark Experience	
<b>05 August 2025   Tuesday</b>		
09:00 AM	Meeting with Facility Tour of <b>La Rose Noire</b> for CSR Activity	
09:45 AM	Inspection of Deco Central Showroom	
10:15 AM	Rolling Inspection of venues for <b>Angeles City Heritage Tour</b> <ul style="list-style-type: none"> <li>• Holy Rosary Parish Church</li> <li>• Center for Kapampangan Studies</li> <li>• Museum of Philippine Social History</li> <li>• Museo ning Angeles</li> </ul>	
11:30 AM	Inspection of KYND Dining	
12:00 NOON	Lunch	
01:30 PM	*Rolling inspection of possible venues for <b>Local Themed Lunch/Dinner</b> (1) Lola Nor's (2) Diosdado (3) Degustacion Lunch at Bale Dutung by Chef Claude Tayag	

03:00 PM	*Rolling inspection of venues for <b>Pampanga</b> <b>GastroVenture Tour with Cooking Demo with Local Chef</b> (1) Angeles Public Market (2) Betis Church, San Guillermo Chercuh, Cathedral	
04:30 PM	End of Site Validation Return to Manila	

## ITINERARY FORM

Project Name: Site Validation for MICECONnect Post-Tour Davao Leg  
 Date: 04-06 August 2025  
 Venue: Davao

Date / Time	Activity	Remarks
<b>04 August 2025   Monday</b>		
03:30 AM	Proceed to NAIA Terminal 2	
04:00 AM	Arrival in NAIA Terminal 2	
06:05 AM	Departure from Manila to Davao via PR 2811	
08:05 AM	Arrival in Davao Airport	
09:00 AM	Proceed to Philippine Eagle Center	
10:20 – 10:50 AM	Inspection of <b>Philippine Eagle Center</b>	
10:50 AM	Proceed to Malagos Garden Resort	
11:00 AM - 12:30 PM	Inspection and early lunch at <b>Malagos Garden Resort</b>	
12:30- 5:00 PM	Proceed to hotel inspection: <b>Dusit D2 Hotel</b> <b>Acacia Hotel</b> <b>SMX Lanang</b>	
	Check in at Park Inn by Radisson Freshen up	
	Dinner	
	Overnight in Davao	
<b>05 August 2025   Tuesday</b>		
07:00 AM - 08:00 AM	Breakfast at Hotel	
08:00 AM	Proceed to Coffee Museum in Digos City, Davao Del Sur	
	Inspection of:	



	<b>Regional Coffee Innovation Center &amp; Museum Tibolo Cultural Village</b>	
	Proceed to <b>Eden Nature Park</b> for lunch	
12:00 – 01:30 PM	Inspection and lunch at <b>Eden Nature Park</b>	
	Proceed to <b>Welcome Center of Discovery Samal</b>  Sea travel Via Welcome Center of Discovery Samal to Discovery Samal	
	Inspection of <b>Discovery Samal</b>	
	Return to Davao City by ferry	
	Proceed to Park Inn by Radisson to freshen up	
07:00 PM	Proceed to <b>Marina Tuna (Main)</b> for dinner	
	Overnight	
<b>06 August 2025   Wednesday</b>		
06:30 - 07:30 AM	Breakfast at Hotel	
07:30 AM	Hotel Check-out	
08:00 AM	Proceed to <b>Dusit Thani Lubi Plantation</b> Resort (by land and boat)	
	Inspection of <b>Dusit Thani Lubi Plantation Resort</b>	
	Proceed to <b>Blue Posts Boiling Crabs &amp; Shrimps in Buhangin</b>	
01:00 PM – 02:30 PM	Lunch at <b>Blue Posts Boiling Crabs &amp; Shrimps in Buhangin</b>	
02:30 PM	Proceed to Davao International Airport	
	Arrival at Davao International Airport	
06:00 PM	Departure from Davao to Manila via PR 1818	
07:55 PM	Arrival in Manila (NAIA Terminal 2)	
~ THE END ~		

As of: 02 July 2025

## ITINERARY FORM

Project Name : Site Validation of the MICECONnect Post-Tours, Cebu/Bohol Leg  
 Date : 04-06 August 2025  
 Venue : Cebu and Bohol

Date / Time	Activity	Remarks
<b>DAY 1: 04 Aug 2025 (Mon)   Arrival in Cebu / Cebu City-Mactan</b>		
05:00 AM	Proceed to NAIA Terminal 2	
06:00 AM	Arrival in NAIA Terminal 2	
09:05 AM	Departure from Manila to Cebu via PR 2849	
09:40 AM	Arrival in Cebu Airport  Proceed to <b>Casa de Cacao</b> for the Chocolate Chamber Experience	
10:00 AM	Arrival at <b>Casa de Cacao</b> "Chocolate Chamber Experience: Merienda Sena"	
11:00 AM	Proceed to <b>Bai Hotel</b> for property inspection and lunch	<i>*Bai Hotel is a 2024 ASEAN MICE Venue Awardee</i>
	Quick Stop in <b>Profood International Corporation</b> : See dried mango production and sample varieties	
	Quick Stop in <b>Anthill Fabric Gallery</b> - for an optional cultural + social enterprise visit	
12:30 PM	Arrival at <b>Bai Hotel</b> Lunch at Café Bai (buffet)	<i>Offer puso rice</i>
01:30 PM	Property and Room Inspections of Bai Hotel	
02:30 PM	Proceed to NUSTAR Hotel for brief check-in and hotel inspection	
03:00 PM	Arrival at NUSTAR Hotel Proceed with hotel and rooms inspections (inspections to include food outlets in NUSTAR, Fili Hotel, Convention Center, and Mall)	Food outlets in NUSTAR: - Il Primo - Fili Café - Good Luck Hot Pot - Fina Restaurant

		- Mott 32
	Proceed to the hotel for check-in	
	Check-in at hotel	
04:00 PM	Proceed to Lapu-Lapu City	
04:45 PM	Proceed with island-hopping facilities inspection	
05:45 PM	Proceed to the following facilities for inspection: <b>JPark Island Resort and Waterpark</b> <b>Sheraton Resorts</b>	
08:45 PM	Proceed to Dip Nikkei Restaurant for dinner	
09:15 PM	Proceed to hotel	
10:00 PM	Overnight in Cebu	
<b>Day 2: 05 August 2025 (Tue)   Bohol</b>		
06:30 AM	Breakfast at Hotel	
07:50 AM	Proceed to Pier 1 for departure to Bohol	
08:20 AM	Departure to Bohol via Oceanjet Fast Ferry	
10:20 AM	Arrival in Bohol Proceed to Loboc for inspection of Fox and Firefly activity facilities and lunch	
11:20 AM	Arrival in Loboc Inspection of Fox and Firefly facilities (kayaking, stand-up paddle boarding and massage)	
12:20 PM	Proceed to Loboc River Lunch while cruising upstream	
01:30 PM	Proceed to Carmen, Bohol	
02:00 PM	Arrival at Carmen Proceed to inspect the ATV Activity facilities	
03:00 PM	Proceed to Green Thumbs Farm in Corella, Bohol	
03:30 PM	Arrival at Green Thumbs Farm	

	Short tour of the farm	
04:00 PM	Proceed to Brgy East Poblacion for the Asin Tibuok Factory Tour	
04:30 PM	Arrival at the Asin Tibuok Factory Short tour of the factory	
	Proceed to the hotel for check-in	
	Check in at hotel in Panglao	
07:30 PM	Dinner	
10:00 PM	Overnight in Panglao	
<b>DAY 3: 06 Aug 2025 (Wed)   Departure from Bohol</b>		
06:30 AM	Breakfast	
07:30 AM	Hotel Check-out	
	Inspection of the following: <b>Amorita Resot</b> <b>Bellevue Resort Panglao</b>	
09:30 AM	Proceed to Bohol Airport	
11:10 AM	Departure from Bohol to Manila via PR2774	
12:35 PM	Arrival in Manila	
	Overnight in Manila	
~ THE END ~		

As of 02 July 2025