


Technical Specifications

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 NO.	SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF PHILIPPINE MOTORCYCLE TOURISM (PMT): REGIONAL FORUM AND MOTO CAMP	STATEMENT OF COMPLIANCE
1	Transportation a. Three (3) units of van for the TPB Secretariat for four (4) days b. Route: <ul style="list-style-type: none"> - 1 within Nueva Vizcaya - 1 van Manila – Nueva Vizcaya – Manila - 1 van as Airport Shuttle Service for TPB personnel within Greater Manila or reimbursable airport shuttle whichever is applicable and economical. c. Van Transportation must be at least 2018 or latest model with 10-seater 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. Provision of First Aid kit and available 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 reasonable time	
2	Transportation for the Bloggers/Vloggers and Influencers 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 time.	
3	Hauling Truck a. One (1) unit that can carry thirty (30) Motorcycles b. Route: Manila – Nueva Vizcaya	

	<ul style="list-style-type: none"> 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 – Cauayan – 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. 2-star category or Mabuhay Accommodation (indicate the name of accommodation in the technical bid) e. With Wi-Fi connection, if available 	
7	Courier or Additional Baggage Allowances <ul style="list-style-type: none"> a. Courier of twenty (20) boxes from Manila – Cauayan – 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 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"> 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 	
10	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)	

11	Tour Requirements of Influencer/Bloggers/Vloggers <ol style="list-style-type: none"> Inclusion of enhanced tour for the group Welcome drinks and other requirements which may be deemed necessary for the arrival of the guests Onboard water to hydrate the participants Printing of Photo Op Banner (Design to be provided by TPB) 	
12	Giveaways <ol style="list-style-type: none"> Printing, production, and delivery of Three hundred fifty (350) pcs. t-shirts for the participants (TPB will provide the design). Dry fit and sublimation Sizes <ul style="list-style-type: none"> 50 pcs. Small 60 pcs. Medium 60 pcs. Large 80 pcs. XL 50 pcs. XXL 50 pcs. XXXL 	
13	Documentation of Tours <ol style="list-style-type: none"> Documentation of the tour and motocamp At least two (2) videographers/photographers Submit a 2 – 3-minute SDE of the forum Submit a 3 – 5-minute video highlights of the whole program that includes the tour and motocamp Inclusive of meals and accommodation All raw and edited files to be submitted to TPB within two (2) weeks after the event and will be exclusive property of TPB in a hard drive 	
14	Lease of Venue <ol style="list-style-type: none"> Round Table Set-up for Lunch (if applicable) as proposed set-up With centralized air conditioning system and well-lit during the event proper With complimentary use of available LCD Screen and Projector With internet connection that can accommodate 150 – 200 users if applicable With signage in the event area Provision of physical and technical Requirements, as follows: <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) lectern with gooseneck microphone if applicable Charging area for the mobile phone lounge chairs on stage stage risers Assistance during physical and technical set-up, as needed Indicate the name of venue in the technical bid 	
15	Food and beverage for the Forum <ol style="list-style-type: none"> AM and PM Snacks for three hundred (300) pax Lunch for three hundred (300) pax Menu shall be approved by TPB Managed buffet for lunch with one round of iced tea, juice, or soda Flowing coffee/tea during the event Must be able to accommodate dietary restrictions of guests/participants 	

	(vegetarians, diabetics, allergies, etc.) g. Dressed tables/chairs with center piece according to the theme in coordination h. Uniformed and well-trained banquet service i. With centralized air conditioning system and well-lit j. Can provide basic sound system with wireless microphone, if necessary k. Must be flexible and could adjust immediately to urgent requirements. l. Other arrangements that may be mutually agreed upon by the TPB. m. Inclusive of 10% buffer for food and beverage n. Must submit the menu prior to the event for the TPB's approval	
16	Food and beverage for the Moto Camp a. Dinner for two hundred (200) pax b. Managed buffet or packed meals with one round of iced tea, juice, or soda (whichever is applicable in the area) c. Flowing coffee/tea during the event d. Set up the venue with a camp style ambiance e. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.) f. Must be flexible and could adjust immediately to urgent requirements. g. Other arrangements that may be mutually agreed upon by the TPB. h. Inclusive of 10% buffer for food and beverage i. Must submit the menu prior to the event for the TPB's approval	
17	Speakers for the Forum Five (5) speakers for TPB's approval for the following: a. How to become a Motorcycle Friendly Establishment b. Women Who Ride c. Advocating Safety Rides d. Unlocking Business Opportunities through Motorcycle Tourism e. The Basic of Motorcycle Tourism Content Creation (Blogging) Provide the following requirements for the Speakers: a. Honorarium for the speakers in the amount of PhP15,000.00 b. Hotel accommodation for at least three (3) days and two (2) nights c. Air tickets (Manila – Cauayan – 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 d. Meals for three (3) days in the amount of PhP1,500 per day	
18	Basic Safety Riding Clinic Provide a Team to conduct a Basic Safety Riding Clinic (to be approved by TPB), with at least three (3) riders' facilitators. Provide the following requirements for the Facilitators: a. Honorarium of PhP50,000.00 for all three (3) speakers b. Hotel accommodation for at least three (3) days and two (2) nights c. Meals for three (3) days in the amount of PhP1,500 per day	
19	Technical Requirements during the Forum and Moto Camp Regional Forum a. LED Wall at least 9 x 3 meters b. Complete Lights, Sound System, and microphones c. Technical Director and Script Writer d. Host/Emcee must be a Motorcycle Enthusiast e. Photo Wall at the entrance of the hall f. Entertainment during the Opening of Conference g. Entertainment inclusive of talent fees, meals, and logistic requirements	

	Moto Camp a. Complete Lights, Sound System, and microphones (if applicable) b. Local entertainment during the Moto Camp (to be approved by TPB)													
20	Personnel of Tour Operator 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: <table border="1" data-bbox="245 472 1240 745"> <thead> <tr> <th>Key Personnel</th> <th>Minimum No. Experience</th> <th>Educational Background</th> </tr> </thead> <tbody> <tr> <td>(1) Project Manager/Team Leader</td> <td>At least 3 years</td> <td>College Graduate</td> </tr> <tr> <td>(1) Assistant Project Manager</td> <td>At least 3 years</td> <td>College Graduate</td> </tr> <tr> <td>(1) Focal Person for the Forum Requirements</td> <td>At least 3 years</td> <td>College Graduate</td> </tr> </tbody> </table> b. Two (2) Administrative/Logistics Support (to submit CV within five (5) calendar days from the date of receipt of Notice of Award) Note: Supplier may recommend additional personnel deemed fit for the team following the scope of work and deliverables	Key Personnel	Minimum No. Experience	Educational Background	(1) Project Manager/Team Leader	At least 3 years	College Graduate	(1) Assistant Project Manager	At least 3 years	College Graduate	(1) Focal Person for the Forum Requirements	At least 3 years	College Graduate	
Key Personnel	Minimum No. Experience	Educational Background												
(1) Project Manager/Team Leader	At least 3 years	College Graduate												
(1) Assistant Project Manager	At least 3 years	College Graduate												
(1) Focal Person for the Forum Requirements	At least 3 years	College Graduate												
21	DOT Accreditation Tour Operator must be DOT Accredited. The bidder must submit a certificate of DOT Accreditation together with the technical bid.													

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

Name of the Company

Signature Over Printed Name
of the Authorized Representative

Date