

TOURISM PROMOTIONS BOARD PHILIPPINES
TECHNICAL SPECIFICATIONS
Services of a Tour Operator for the Conduct of the Post Tours Program for the MICEConnect
11 – 15 September 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.

II. OBJECTIVES

1. Encourage foreign MICE buyers to promote and position the Philippines to their clients as a premier incentive travel destination by showcasing its unique tourism offerings, renowned hospitality, and diverse attractions tailored for corporate groups and reward programs.
2. Deepen foreign buyers’ understanding and appreciation of the Philippines as a MICE destination through immersive, incentive-based experiences that highlight the country’s key cities, world-class venues, and hosting capabilities.
3. Showcase both emerging and established MICE destinations across key regions of the Philippines, presenting a diverse portfolio of venues, facilities, and authentic local experiences that reflect the country’s readiness and versatility in hosting international business events.

III. SCOPE OF WORK / SERVICES

LOT	DESTINATIONS	AMOUNT	NO. OF PARTICIPANTS
1	Clark	PhP3,680,000.00	22 pax
2	Davao	PhP3,660,000.00	20 pax
3	Cebu and Bohol	PhP3,660,000.00	20 pax

DESTINATION	DELIVERABLE AND SPECIFICATION	REMARKS
Clark	Total number: 22 pax • Eighteen (18) buyers • two (2) TPB personnel • One (1) DOT Regional Office representative • One (1) media	Minimum guarantee: 12 pax <i>For any excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of</i>

		<i>the tour package equivalent to one (1) person.</i>
Davao Cebu & Bohol	Total number: 20 pax • Sixteen (16) buyers • Two (2) TPB personnel • One (1) DOT Regional Office representatives • One (1) Media	Minimum guarantee: 10 pax <i>For any excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package equivalent to one (1) person.</i>
Davao Cebu & Bohol	Transportation (Air) Nineteen (19) Domestic air tickets for the following: A. Manila-Davao-Manila 11 September 2025 (MNL – DVO) ETD: 06:05AM ETA: 08:05AM 15 September 2025 (DVO – MNL) ETD: 04:10PM ETA: 06:05PM B. Manila-Cebu; Bohol-Manila 11 September 2025 (MNL - CEB) ETD: 09:05AM ETA: 10:35AM 15 September 2025 (TAG – MNL) ETD: 11:05AM ETA: 12:35NN • Regular economy • Rebookable and refundable • Provision of 20kgs. of baggage allowance per person • Inclusive of all applicable taxes and surcharges	
Clark Davao Cebu & Bohol	Transportation (Land) A. One (1) unit of coaster or tourist bus with capacity of at least 20-25 persons B. One (1) back-up van during the tour Vehicle • Must be maintained in accordance with the Philippine laws on technical safety requirements of vehicles. • Must comply with DOT-standard protocols / guidelines on safety, capacity, and coverage; daily disinfection	

	of vehicle; ensure cleanliness at all times. • Must be model year 2020 or newer; should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour. • Must be equipped with the following: climate control or air-conditioning, PA system and dash cam (front and back), onboard insurance and 3rd party liability insurance, with universal sliding windows and safety belts for all seats, GPS or Waze application and charging ports/units for mobile phones, with provision of wet tissue, alcohol, mineral water and mints. • Must have Health/First Aid Kit to be kept by the tour coordinator and/or tour guide to include at least 6 pieces of the following medicines: - Antacid for upset stomach - Paracetamol for headache and fever - Antihistamine for allergies - Loperamide for diarrhea - Meclizine hydrochloride for motion sickness - Ibuprofen for pain reliever <i>*First-aid kit to be turned over to TPB after the tour</i> • Must have enough umbrellas and hooded raincoats available onboard for all passengers in case of bad weather. Driver • Should have strong navigation skills, always in proper attire / uniform, presentable, experienced in interacting with foreign guests, and must have good communication skills. • Maximum of fifteen (15) hours per day inclusive of overtime and driver's fee. • Must cover driver's fee as well as his food, face masks and other miscellaneous and maintenance costs, gasoline, lubricant, parking fee, toll fee, other consumable cost and other on-site related expenses.	
Cebu & Bohol	Transportation (Sea) • Cebu-Bohol Fast Ferry Premium Class tickets for twenty (20) pax	

	• 30 kilos of luggage allowance per participant	
Clark	Accommodation Twenty-two (22) single occupancy rooms • Duration: 11 – 15 September 2025 • Category: Deluxe or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) • Complimentary breakfast • DOT-Accredited hotel/resort	
Davao Cebu & Bohol	Accommodation Twenty (20) single occupancy rooms • Duration: 11 – 15 September 2025 • Category: Deluxe or its equivalent (at least 4 to 5-star hotel/resort with upscale facilities) • Complimentary breakfast • DOT-Accredited hotel/resort	
Clark	Meals & Beverages Provision of full-board meals and beverages (AM and PM snacks, Lunch, Heavy cocktails / Dinner) for 22 pax for the whole duration of the trip. <i>(Depending on the final itinerary)</i> • PhP5,000.00 per person per day • To include one round of non-alcoholic beverage per meal • Ensure provision of dietary requirements, if there is any. Consideration and alternative meals must be given for those with dietary restrictions	• Menu to be approved by TPB. TPB representative to finalize the order/s per meal based on the itinerary. • Winning bidder to provide a proposed menu at least three (3) days before the event. • Should the DOT / TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) and/or realign part of the budget for the enhancement (specialized for an incentive travel experience, e.g. provision of themed entertainment) of the meal function
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Clark Davao Cebu & Bohol	Itinerary Activities, Tours, Entrance and Environmental Fees A. Reserve, conduct, and coordinate in advance with establishments and provide interactive / experiential tours and activities for the tour participants. B. Inclusive of entrance, environmental, local, and other applicable fees, etc., (based on itinerary)	• 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, force majeure and other unforeseen or fortuitous event, subject to the approval of TPB. • Any changes in the itinerary must be approved by the TPB. Final itinerary to be approved by the TPB representative.
Clark Davao Cebu & Bohol	Tour Kits Provision of safety tour kits for the tour participants which include the following: • 500 ml reusable water tumbler • Two (2) pieces individually wrapped disposable KN-94 masks • One (1) pack of facial tissue • One (1) pack of wet wipes (biodegradable bamboo fiber material) • 50 ml 70% isopropyl alcohol in spray bottle • Hand sanitizer • Mints • Mosquito repellent in spray • Handheld high-speed fan (5,000MAH) • Bamboo shades	• Kits are placed in a reusable drawstring bag, cacha bag, or in sustainable packaging and should be neatly placed on the coaster seats prior to guest boarding. • Extra tour kits to be turned over to TPB after the tour
Clark Davao Cebu & Bohol	Incentivized Gift Sets Provision of four (4) incentivized gift sets for the tour participants to include the following: • Destination-based giveaways (high-quality, eco-friendly and made of sustainable materials) • Local delicacies from the region • Sustainable packaging • With descriptive narrative of each gift set (layout to be provided by TPB) • Tagged with Compliments Card	• All proposed giveaways and designs are subject to TPB's approval • Placing the tour operator/supplier's logo is not allowed • Extra gift sets to be turned over to TPB after the tour • Winning bidder to submit the proposed list of the

	A. Tokens should be small and travel-friendly, ensuring they easily fit into guests' luggage, especially for the foreign buyers. B. Each gift set features a unique theme, thoughtfully curated to complement the itinerary for each day. C. Room drops for each night	four (4) incentivized gift sets with photos and brief story to TPB within five (5) calendar days upon issuance of NOA
Clark Davao Cebu & Bohol	Travel Insurance Provision of individual comprehensive travel insurance with medical coverage amounting to Php1,000,000.00, for all participants.	
Clark Davao Cebu & Bohol	Tour Guide Provision of two (2) licensed DOT-accredited English-speaking tour guides • Must be competent in tour guiding and familiar with the destination • Must be fluent and conversant in English • Must have an in-depth knowledge of the Philippines specifically Clark/Pampanga; Davao; Cebu and Bohol; and environs	The winning bidder must submit a copy of the Curriculum Vitae and DOT Accreditation of the proposed Tour Guides within five (5) calendar days upon issuance of NOA.
Clark Davao Cebu & Bohol	Tour Coordinator The tour should be accompanied by at least one (1) tour coordinator from the tour operator for each destination / lot to manage on-site requirements and arrangements throughout the duration of the tour. • The Tour Coordinator must have at least three (3) years relevant experience. • 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.	The winning bidder must submit a copy of the Curriculum Vitae (CV) of the proposed Tour Coordinator within five (5) calendar days upon issuance of NOA.
Clark Davao Cebu & Bohol	Tour Signage and Banner • Provision of vehicle banners, identifiers for the delegates. • Lollipop signage for the tour guide • Post tour banner for group photos Specifications: • Made from sustainable materials • Material: Polyester • Printing: Sublimation with all sides sewn • Size: 3 x 6 ft (WxL)	The proposed design will be subject to TPB's approval
Clark Davao Cebu & Bohol	Tour Booklet Provide two (2) printed copies and a digital copy of the tour booklet containing the detailed itinerary, photos of the	• Placing the tour operator/supplier's logo is not allowed • Proposed designs are subject to TPB's approval

	destinations, contact persons, and emergency contact information.	
Clark Davao Cebu & Bohol	Tour Documentation Provision of one (1) videographer and two (2) photographers to cover the tour to conduct the following: • Submit a 2 to 3-minute video highlight covering the whole duration of the trip to be shown during the farewell dinner. • Submit two (2) sets of external drives containing the consolidated output of the raw and edited videos and photos to be given to the TPB representative not later than 20 September 2025. • Submit a daily 30-second video for social media (Facebook and Instagram) story'/reel for posting to the PO.	• Final video output should be subject to the approval of TPB, sample videos to be provided. • Edited / refined video should be submitted to TPB not later than <u>20 September 2025</u>. Should there be any comments from TPB, the documentation team should be able to submit finalized output <u>within five (5) working days</u>.
Clark Davao Cebu & Bohol	Incidental and Other Miscellaneous Expenses • Provision of budget amounting to Php60,000.00 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. • Provision of two (2) pocket Wi-Fi units with unlimited internet data for the whole duration of the trip.	

IV. OTHER TERMS AND CONDITIONS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Each post tour itinerary is subject to finalization based on feedback from the completed site validation.

V. PROJECT IMPLEMENTATION SCHEDULE

The supplier must provide the services mentioned based on the attached itinerary. Indicative schedule of post-tour is 11 – 15 September 2025

VI. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated, and legally registered Company under Philippine laws and must have been in operation for the last five (5) years.
2. Must submit a valid Department of Tourism (DOT) Accreditation Certificate **together with the technical bid envelope**.
3. Must submit a list of at least two (2) incentive groups handled/organized for the last three (3) years, **together with the technical bid envelope**.

4. Key personnel involved in the project must have a minimum of three (3) years of relevant experience supported with Curriculum Vitae/s (CVs) to be **included in the technical bid envelope per lot:**

- One (1) Tour Coordinator per lot
- *Other recommended personnel the bidders may deem fit for the team following the scope of work and deliverables*

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **ELEVEN MILLION PESOS ONLY (PHP11,000,000.00)**, inclusive of all taxes and fees, broken down as follows:

LOT	DESTINATION/S	AMOUNT
1	Clark	PhP3,680,000.00
2	Davao	PhP3,660,000.00
3	Cebu and Bohol	PhP3,660,000.00

VIII. TERMS OF PAYMENT

PARTICULARS / MILESTONES	TERMS OF PAYMENT
1 st Tranche: Upon submission of proof of bookings and reservations of air tickets, accommodation and transportation.	35% of the total contract price
2 nd Tranche: After the successful implementation of the Tour; turnover of same day edit (SDE) videos (with final SOA, completion report by supplier and other documents needed for payment processing).	65% of the total contract price
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)

The supplier must be willing to provide services on a “send-bill” arrangement based on the actual number of participants and costs incurred. 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. Payment must be made following the prevailing accounting and auditing rules and regulations.

Note: TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the tour operator will bill TPB based on the actual cost 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

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

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.

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

Name : Ms. Jasmin Parra
Email : jas_parra@tpb.gov.ph

Name : Ms. Mary Ann Caramat
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