

## **TECHNICAL SPECIFICATIONS**

### **Services of a Tour Operator for the Philippine MICE Cities – MICE 101 & 102 Training Programs in Sorsogon**

#### **I. BACKGROUND**

As part of the initiatives to strengthen and develop capacities of Meetings, Incentive Travel, Conventions, and Exhibitions (MICE) destinations in the Philippines, the Tourism Promotions Board (TPB) Philippines, through its MICE Department, has been spearheading the MICE Cities Program since 2022 and supported the likes of Zamboanga, Calapan, Puerto Princesa, Isabela, Cagayan de Oro, Davao, among others.

This program will involve the TPB, DOT regional and overseas offices, international association partners, the MICE Customer Advisory Council, and local government units. It will also involve the participation of local MICE stakeholders (event organizers, venues, associations, etc.) of emerging MICE destinations in the country.

Each identified MICE City will be given complimentary MICE training and awareness programs. Further, a consultation with the local associations and LGU representatives will also be conducted to identify challenges and corrective actions in particular destinations in developing their respective MICE industries.

The MICE training and awareness programs will be conducted by the member organizations of the MICE Customer Advisory Council and other MICE-related partners of the TPB.

TPB will also take this opportunity to present its assistance for MICE events, specifically assistance and incentive programs applicable to bids for international conventions, congresses, and other business events.

Considering the above, it is imperative that the TPB works with a Tour Operator who will provide, coordinate, and assist the agency in its travel requirements allowing representatives to focus on the delivery of the training program. This will ensure that the programs will be seamlessly implemented where participants are present, comfortable, and ready to learn leaving a positive impact to the MICE destinations.

#### **II. OBJECTIVES**

The TPB believes that through this initiative, we will be able to achieve the following:

- To familiarize tourism stakeholders on the MICE industry and to develop each potential site into a MICE destination;
- To tap local tourism stakeholders to be active MICE organizers and service providers;
- To improve competitiveness in the MICE industry by offering quality standards to several MICE destinations; and
- To develop the MICE destination in line with the MICE Tourism Roadmap and ASEAN MICE Standards.

### III. SCOPE OF SERVICES

#### A. ROUNDTrip AIR TICKET

- 1) Purchase of Roundtrip Domestic Economy Air Tickets, subject to confirmation with TPB:
  - a. Air Tickets for 11 pax (MNL – DRP – MNL)  
*Inclusive of one (1) piece minimum 20-kilogram baggage allowance per passenger*
  - b. Rebookable, refundable, and reroutable
  - c. Travel insurance for 11 pax
  - d. Terminal fees and other applicable taxes and fees

#### B. VAN RENTAL

- 2) Provision of vehicles based on the following considerations:
  - a. Securing necessary permits.
  - b. Two (2) van units (fully-air-conditioned with head rests) that will serve as passenger vehicles for five (5) days for the resource persons/speakers/facilitators, secretariat, and DOT Region 5. The said vehicles will follow the below indicative itinerary:
    - i. Bicol International Airport to Sorsogon City and vice versa
    - ii. Sorsogon City and Environs
  - c. One (1) van unit that will serve as a luggage vehicle upon arrival and departure. The said vehicle will follow the below indicative itinerary:
    - i. Bicol International Airport to Sorsogon City and vice versa
  - d. Provision for onboard umbrellas, and first-aid kit:
    - i. Antacid for upset stomach
    - ii. Paracetamol for headache and fever
    - iii. Antihistamine for allergies
    - iv. Loperamide for diarrhea
    - v. Meclizine hydrochloride for motion sickness
    - vi. Ibuprofen for pain reliever
  - e. Must be 2020-year model or newer.
  - f. Maximum of fifteen (15) hours per day.
  - g. Inclusive of comprehensive insurance, gas, parking and toll fees (as applicable), drivers' fees, overtime payment (as applicable), meals, transportation, and other related expenses.
  - h. Provision for clearly visible signages on the vehicle.
  - i. The driver must be:
    - i. Experienced tourist drivers who can speak English and Filipino
    - ii. Equipped with a working mobile phone for easy coordination
    - iii. A holder of a valid professional driver's license
    - iv. Have trip tickets available during duty
    - v. Always wearing proper attire and company ID during the trip
  - j. If the vehicle breaks down during transit, the winning bidder must provide a replacement within an hour.

#### C. ACCOMMODATION

- 1) Provision of Hotel Accommodation, subject to discussion with and approval of TPB.
  - i. Rooms:
    - Six (6) single occupancy rooms for speakers/facilitators/resource speakers for four (4) nights
    - Three (3) triple / double occupancy rooms for secretariat, DOT, and other staff for four (4) nights

- ii. Must be DOT-accredited accommodation in Sorsogon City
- iii. Must include complimentary breakfast
- iv. Must be air-conditioned rooms
- v. Must have its own private bathroom

#### D. OTHER REQUIREMENTS

- 1) Provision and Production of 66 Kits, subject to approval of TPB, containing the following:

##### **Katsa / Cacha Bag (Tote Type)**

Specifications:

Bag Size: 14" height x 13" top length & 10" bottom length x 2" bottom width

Handle: 22" length x 1" width

Materials: Katsa / Cacha (Woven cotton fabric)

Print/Design: Full color (Front and back), to be provided by TPB

Color: Bleached Natural

*Note: Photo reference should be available upon request*

##### **Spiral Notebook with Sticky Notepad**

**(Office post it sticky notes flags/tabs with branding)**

Estimated 8cm x 10.5cm cardboard (or equivalent that is sustainable) cover with full color print (front and back – to be provided by TPB) containing:

- one sticky note pad (est. 7cm x 7.5cm) with logo print
- sticky note tabs/ flags (in different colors)
- business card holder slot (double adhesive tape)
- At least 50 thick sheets of paper

*Note: The bidder may submit recommendations. Photo reference should be available upon request.*

Complemented by a **bamboo ballpen with a phone holder**

Specifications:

Size: 1.00 – 1.10 cm diameter x 5.5" (h)

Material: Bamboo

Printing Process: Engraving

Design: To be provided by TPB

Mechanism: Retractable Type

Tip: Metal cover plus stylus

Ink: Black, Clip: Gold/Silver, Weigh: 0.5g

Features: Phone stand: Push down to use and retract to use stylus

*Note: Photo reference should be available upon request.*

- 2) Provision and Production of a Photo Opportunity Banner

- i. Size must be 3 x 6 ft (W x L)
- ii. Made from sustainable materials
- iii. Material: Polyester

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- iv. Printing: Sublimation with all sides sewn
  - v. The proposed design will be subject to TPB's approval.
- 3) Provision of at least one (1) tour coordinator from the tour operator to manage on-site requirements and arrangements throughout the duration of the program. He/she shall work closely with the assigned TPB officer on all matters required.
- i. Must have at least three (3) years of relevant work experience.
  - ii. **A copy of the Curriculum Vitae (CV) must be submitted together with the proposal.**
- 4) Provision of seminar/office supplies such as but not limited to A4 bond papers, scissors, staplers, folders, clear books, bulldog clips, paper clips, pencils with erasers, sharpeners, sticky notes, whiteboard markers, tapes.
- 5) Allocate an amount of FIFTY THOUSAND PESOS ONLY (Php50,000.00) for event contingencies, incidentals, and miscellaneous expenses beyond the listed requirements subject to approval or instructions of the TPB. This must be based on actual cost and must be supported with official receipt / sales invoice. This fund will cover unforeseen needs during the event such as but not limited to:
- a. Additional food or beverages for speakers, VIPs, or guests;
  - b. Additional seminar supplies;
  - c. Additional baggage allowance;
  - d. Communication allowances and other necessary expenses.

#### IV. TERMS AND CONDITIONS

- 1) Should be able to respond to immediate / unforeseen changes in specifications.
- 2) Any partnerships or sponsorships secured by the TPB that offset costs in any of the program's components must be deducted from the final billing submitted by the winning bidder.
- 3) The financial proposal must cover all expenditures to include the tour coordinator and his/her travel/logistical expenses, and all applicable taxes and fees.
- 4) Payment shall be based on actual costs incurred.
- 5) Any necessary changes to be made or implemented in the deliverables listed in the scope of services will be subject to the arrangements and approval of TPB and must be within the contracted amount.
- 6) Neither party shall be held liable to the other for failure to perform any obligation due to fortuitous events or force majeure which is beyond the control of any party including but not limited to government pronouncements, natural or man-made eventuality.
- 7) The TPB shall not be held liable for any loss or damage to the person or property of the Winning Bidder that may occur on the premises under any circumstances.
- 8) Ensure the privacy and security of any and all confidential, privileged personal information, and/or sensitive personal information that they may have access to, and shall store, use, process, and dispose of the said privileged personal information, and/or sensitive personal information in accordance with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2021 and its Implementing Rules and Regulations.

#### V. INDICATIVE PROJECT IMPLEMENTATION SCHEDULE

DATE	ACTIVITY
20 October 2025	<ul style="list-style-type: none"><li>• Departure from NAIA</li><li>• Arrival at Bicol International Airport</li></ul>

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	<ul style="list-style-type: none"><li>• Check-in at a hotel in Sorsogon City</li><li>• Inspection of MICE facilities by TPB/DOT/Resource Persons</li></ul>
21 October 2025	<ul style="list-style-type: none"><li>• Conduct of MICE 101 Training Program</li><li>• Inspection of MICE facilities by TPB/DOT</li></ul>
22 – 23 October 2025	<ul style="list-style-type: none"><li>• Conduct of MICE 102 Training Program</li><li>• Inspection of MICE facilities by TPB/DOT</li></ul>
24 October 2025	<ul style="list-style-type: none"><li>• Departure from Bicol International Airport</li><li>• Arrival at NAIA</li></ul>

**VI. QUALIFICATION OF BIDDER**

1. The company must be a Filipino-owned, operated, and legally registered under Philippine laws and must have been in operation for the last five (5) years. **The company must submit proof of SEC Registration.**
2. **The company must submit a copy of valid DOT-Accreditation Certificate.**
3. The company must have a minimum experience of at least five (5) years in handling tour operation services or similar events, whether international or local, corporate or government organized.
4. Bidders are required to submit a list of projects or events undertaken within the past five years that demonstrate experience in handling requirements similar to those specified in this. **The list of projects or events should be submitted together with their proposal, preferably supported by the Certificate of Satisfactory Completion or its equivalent.**

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

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (PHP 1,000,000.00)**, inclusive of all applicable taxes and fees.

**VIII. TERMS OF PAYMENT**

PARTICULARS	TERMS OF PAYMENT
Upon submission of proof of booking confirmation for accommodation and transportation.	15% of the Total Contract Price
Upon submission of post-event report, statement of account/billing statement, and other necessary payment documents.	85% of the Total Contract Price
<b>TOTAL</b>	<b>100% of the Total Contract Price</b>

The bidder must be willing to provide services on a “send-bill” arrangement to the Tourism Promotions Board with Statement of Account / Billing Statement addressed to:

**MARIA MARGARITA MONTEMAYOR NOGRALES**  
Chief Operating Officer, Tourism Promotions Board  
6/F Five E-com Center, Harbor Drive, MOA Complex, Pasay City  
c/o the MICE DEPARTMENT

The processing of payment shall commence 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 in accordance with the prevailing accounting and auditing rules and regulations.

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The bidder is encouraged to have a Landbank account. Payment will be made through an 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 effectivity of the Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the completion of the deliverable/services.

**X. CONTACT INFORMATION**

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