

TOURISM PROMOTIONS BOARD

TECHNICAL SPECIFICATIONS

Services of a Tour Operator for the September 2023 Regular Board of Directors' Meeting and Participation in PHITEX 2023 Activities

I. BACKGROUND

Section 51 of Republic Act No. 9593 (RA 9593), otherwise known as "*The Tourism Act of 2009*," and Section 41(a) of its Implementing Rules and Regulations (IRR), provides that the Tourism Board shall meet at least once a month at the principal office of the Tourism Promotions Board (TPB), unless the Tourism Board previously agrees in writing to meet at another location.

Further, in compliance with the principle of good governance and pursuant to pertinent rules and regulations of the Governance Commission for GOCCs (GCG), TPB ensures the regular conduct of Board meetings to enable the Members to promulgate policies, approve programs and prescribe rules and regulations necessary to implement the intents and purposes of the Corporation; to authorize contracts or agreements as may be necessary for the proper, efficient and stable administration of TPB; and to deliberate on matters which require action and decision from the Board.

Section 50(d) of RA 9593 states that the Tourism Board is mandated to promote the Philippines as a center for international meetings, incentives, conventions, exhibitions, sports, medical tourism, and other special events.

As part of its mandate to promote the Philippines as a major global tourism destination, the TPB is organizing the 22nd Philippine Travel Exchange (PHITEX) 2023 on 19-26 September 2023 in Cebu City.

The event hosts qualified buyers from all over the world to participate in tabletop business appointments with Philippine sellers and experience the Philippine tourism destinations through pre/post tours with an end-goal of increasing tourist arrivals in the country. It has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

The Tourism Board will conduct the September 2023 Regular Board and attend the PHITEX 2023 activities from 18 to 22 September 2023 in Cebu City.

II. OBJECTIVES

This activity aims to ensure compliance of the Tourism Board with both the Tourism Act and Code of Corporate Governance relative to the attendance of the members to regular monthly board meetings. Furthermore, the Board's participation to the PHITEX 2023 activities would enable to provide a greater opportunity for the Board to oversee and monitor the Tourism Promotions Board (TPB) in fulfilling its mandate to market and promote the Philippines domestically and internationally as a major global tourism destination.

III. SCOPE OF WORK/SERVICES

PARTICULARS	DELIVERABLES
A. PHITEX 2023 ACTIVITIES 18-22 September 2023	<ol style="list-style-type: none">1. Round-trip domestic airline tickets for 14 pax<ul style="list-style-type: none">● Regular economy, re-bookable and re-routable<p><u>Routes:</u></p><ul style="list-style-type: none">- 12 round-trip Manila to Cebu with 20 kg baggage allowance- 1 round-trip Manila to Cebu with 40kg baggage allowance- 1 round-trip Cagayan De Oro to Cebu with 20kg baggage allowance2. Premium Domestic Travel Insurance for 14 pax3. Room Accommodation<ul style="list-style-type: none">● 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Waterfront Hotel)● With daily breakfast● For 7 Board Members (may vary, depending on the availability of the ex-officio and members and their alternates), 4 TPB key officials, and 2 staffs:<ul style="list-style-type: none">- 4 days 3 nights (19 – 22 September 2023)- Single occupancy rooms

	<ul style="list-style-type: none">● For 1 TPB key official:<ul style="list-style-type: none">- 5 days 4 nights (18 – 22 September 2023)- 1 Single occupancy room <p>4. Transportation for the whole duration of the trip, including airport transfers</p> <ul style="list-style-type: none">● Two (2) 12-seater vans (2018 model or newer) with driver (inclusive of gas, parking and overtime fees) and storage for luggage and equipment for both in Manila and Cebu● with appropriate signage (for TPB’s approval)● vehicle should be well sanitized, fully air-conditioned, clean, presentable, and in good running condition● with airport passes/stickers for airport terminals, if applicable● All land transfer at destination as may be required● Service shuttle shall be flexible and subject to the Board Members’ availability and location in Metro Manila and/or Cebu● Service from residence/location of Board Members within Metro Manila and/or key personnel to Ninoy Aquino International Airport and vice versa, subject to the Board Members’ or personnel’s availability, as necessary● Service from TPB Office to Ninoy Aquino International Airport and vice versa, as necessary● Service from Mactan-Cebu International Airport to hotel (TBA) and vice versa, as necessary● Service to PHITEX 2023 activities (please see attached tentative itinerary)
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	<ul style="list-style-type: none">● Service to venues of the designed lunch, dinner, and other social functions/activities (please see attached tentative itinerary) <p>5. Provision of 1 Tour Coordinator to accompany the group for the duration of the trip with the following qualifications:</p> <ul style="list-style-type: none">● Tour coordinator must have at least three (3) years of relevant experience. Submit CV together with the Bid Quotation● Tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation <p>6. Provision of one 1 licensed DOT-accredited English/Filipino-speaking tour guide with the following qualifications:</p> <ul style="list-style-type: none">● Must be expert or familiar of the destination● Must be fluent and conversant in English and Filipino● Must have an in-depth knowledge of Cebu <p>7. 14 incentivized travel necessities per pax</p> <ul style="list-style-type: none">● Surgical masks (at least 1 per day), tissue, disinfectant wipes, face shield, hand sanitizer/ alcohol (at least 70% alcohol solution), mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) <p>8. 2 first aid kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) to be placed in the van</p> <p>9. Organize lunch, snack, and dinner for the Board of Directors and few key officials/personnel, as necessary and approved by TPB (<i>please see attached tentative itinerary</i>)</p>
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	<ul style="list-style-type: none"> - September 18, 2023 Lunch and Dinner of 1 TPB Key Personnel, not exceeding 1,000 for the whole day - September 19, 2023 Lunch for 12 pax at the airport - September 20, 2023 Lunch during the board meeting, as provided in Item III(B) of this Technical Specifications - September 21, 2023 Lunch, snack, and dinner for 14 pax <p>10. On-site miscellaneous/related expenses worth Php 30,000.00, to be used as the need arises</p> <p>11. Any other arrangements that may be mutually agreed upon by TPB and the supplier.</p>
<p>B. REGULAR BOARD OF DIRECTORS' MEETING 20 September 2023</p>	<p>1. Function Room/Venue Provision of the following facilities/services:</p> <ul style="list-style-type: none"> ● 3-star DOT-accredited hotel (or a higher-rated hotel, if the rates are competitive, preferably Waterfront Hotel) ● Banquet or ballroom with minimum capacity for 20 pax ● Capacity for hybrid meeting set-up (such as but not limited to audio-visual presentation set-up, high-speed internet connection with at least 100mbps) ● One (1) U-Shape Table Setup for 8 Board Members (may vary, depending on the availability of the ex-officio members and their alternates) and 1 Acting Corporate Secretary ● Separate Table for 8 TPB Executives ● Long table for 7 Secretariat members / staff / other key personnel

- 1 round table to be used by the VIPs during lunch
- Function room to be used from 9:30 AM until 6:00 PM
- Fully functional light and sound system with on hand technician for the duration of the function room usage
- Electric outlets/ extension cords per table
- 10 wireless microphone at the U-shaped table per Board Member and Acting Corporate Secretary
- 1 LCD Projector and Screen (rental included in the package)
- Signage stands for the meeting room and other directional signage
- Telephone unit with outside line for local calls
- Pens/pencils and pads at tables
- Replenishable mint, nuts, candies, or chips per table

2. Food and Beverage

- Managed lunch buffet inclusive of one round of soda, tea, or fruit juice (minimum of 4 kinds of main entrees excluding vegetables in the count)
- Submission of menu shall be subject to TPB's approval
- Afternoon snack inclusive of one round of soda, tea or fruit juice (Preferred: Sandwiches and/or Pasta)
- Option for early or packed lunch and/or snacks
- Limited accommodation option for special needs diet (vegetarians, pescatarians, diabetics, low

	<p>sodium, hypoallergenic, gluten free etc.) pre-arranged and pre-identified</p> <ul style="list-style-type: none"> ● Flowing brewed coffee, tea, and drinking water for the participants while the event is on-going ● Food served shall be fresh, hot and ready at least 30 minutes before each meal ● Food shall be served to the VIPs at their table ● Minimum guarantee of 20 pax <p>3. Arrangement Set-Up (In Session)</p> <ul style="list-style-type: none"> ● All tables, chairs, dinnerware and glassware necessary for the event ● Designation of a banquet coordinator ● Waitstaff/service personnel clad in clean uniforms ● Stand-by dedicated waitstaff while the Board Meeting is being conducted ● 1 dedicated waitstaff/service personnel for identified VIPs <p>4. Any other arrangements that may be mutually agreed upon by TPB and the supplier.</p>
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IV. PROJECT IMPLEMENTATION SCHEDULE

The indicative dates of the project implementation which shall cover the Regular Board of Directors' Meeting with PHITEX Activities are on 18 to 22 September 2023.

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be accredited with DOT and preferably a registered TPB member (including those with ongoing applications), to be submitted to TPB. TPB to consider if the supplier's DOT accreditation is still subject for renewal.

2. Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel.
3. Must have handled at least three (3) similar projects, the list thereof to be submitted to TPB together with the bid quotation

VI. APPROVED BUDGET OF CONTRACT (ABC)

The approved budget of the contract is **SEVEN HUNDRED THIRTY THOUSAND PESOS ONLY (PHP 730,000.00)** inclusive of service charge and all applicable taxes. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above-mentioned approved budget.

VII. TERMS OF PAYMENT

1. Willing to provide services on a send-bill arrangement based on the entire actual cost.
2. Preferably has a Landbank account. Payment will be made through LBP bank deposit.
3. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.
4. Payment shall be made within thirty (30) days upon submission of the Statement of Account (SOA) after completion of the project.
5. The quoted price for adjustments should there be sponsorship and discounts for some of the package components shall be deducted from the total bid price and not from the ABC. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR.

VIII. CONTRACT DURATION

The contract shall commence from the issuance of the Notice to Proceed (NTP) until full implementation of all deliverables.

IX. FORCE MAJEURE

Neither party shall be held liable to the other for any failure to perform any obligation due to fortuitous event or force majeure which is beyond the control of any party

including but not limited to government pronouncements, natural or man-made eventuality.

X. PROJECT OFFICERS' CONTACT INFORMATION

OFFICE OF THE CORPORATE BOARD SECRETARY

Telephone numbers: 8 525-9318 to 27 local 286 or 8 247-0260

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(INDICATIVE) ITINERARY FORM

Project Name : (Indicative) Itinerary - Regular Board of Directors' Meeting and Participation in PHITEX 2023 Activities in Cebu

Venue : Cebu

Date / Time (indicative)	Activity	Remarks
September 18, 2023	Arrival of Secretariat and Technical Team	
8:30 a.m.	Departure to Airport	TPB Key Official to be picked up from residence
9:30 a.m.	Arrival at the airport	
12:00 p.m. - 1:30 p.m.	Flight to Cebu via PR 2853	
1:31 p.m. - 2:30 p.m.	Get bags, proceed to the hotel to check-in, settle down & freshen up	
3:00 p.m.	Lunch at the hotel	
3:30 p.m.	Prepare for the Board Meeting	Check function room and other necessary requirements Tour Operator may need to pick up TPB-MISD employees
7:30 p.m.	Dinner at the hotel	
DAY 1 September 19, 2023	PHITEX 2023 PEP Talk	
8:30 a.m.	Departure to Airport	Board Members shall be picked up from their respective offices; time shall vary depending on their distance from the airport
9:30 a.m.	Arrival at the airport	Tour Operator to provide lunch and a snack to the participants
12:00 p.m. - 1:30 p.m.	Flight to Cebu via PR 2853	
1:31 p.m. - 2:30 p.m.	Get bags, proceed to the hotel to check-in, settle down & freshen up	
3:00 p.m. - onwards	PHITEX Educational Program (PEP) Talk	
	Dinner in the Hotel	% PHITEX Team
DAY 2 September 20, 2023	Regular Board of Directors' Meeting & Welcome Dinner Reception	
08:00 a.m.– 9:30 a.m.	Breakfast	
9:30 a.m.– 12:00 p.m.	Preparation for Board Meeting c/o Secretariat & Staff	

12:01 p.m. – 1:30 p.m.	Lunch	
1:30 p.m. - 6:00 p.m.	Board Meeting	
6:01 p.m.	Proceed to Welcome Dinner Reception	
7:30 p.m. – 10:00 p.m.	Welcome Dinner	
10:01 p.m.	Back to Hotel	Tentative time, depending on actual pace of the dinner; OCBS to coordinate with tour operator re: transportation
DAY 2 September 21, 2023	PHITEX 2023 Tour and Networking Cocktails	
07:00 a.m. – 8:30 a.m.	Breakfast	
8:31 a.m. – 4:00 p.m.		% Tour Operator
	<p>Proceed to the following sites:</p> <ul style="list-style-type: none"> - Basilica Del Sto. Nino - Magellan’s Cross <p>This part of the tour is a great introduction of the history and heritage of Cebu through visiting Basilica Del Sto. Nino and Magellan’s Cross. This will give the participants a historical glimpse of the past and how it is shaping the developing present of Cebu.</p>	
	<p>Proceed to the City of Carcar</p> <p>Carcar City, located in the southern part of the province of Cebu, is known as the Heritage Town of Cebu. It is best known for its buildings’ architecture as the city maintains the historical and colonial structures that were built during the Spanish and American colonial periods of the Philippines.</p> <p>Places to visit:</p> <ul style="list-style-type: none"> - Carcar Museum - Priest Convent - Church of Carcar 	
	Lunch to be served in Carcar	Venue TBA c/o Tour Operator
	<p>Proceed to the Municipality of Argao</p> <p>Argao has always been described as one of the most interesting places in Cebu province</p>	

	<p>as it is known for its public stone buildings roofed with tiles. Argao remains one of the few towns in the country that still has traces of Spanish and early American influences. This is evident not only from its old church, but also from its venerable houses made of tisa, which is said to have been imported straight from Spain.</p> <p>Places to visit:</p> <ul style="list-style-type: none"> - Argao Church - Local hand-woven textiles called “Hablon” - Cooking demonstration of local delicacy “Torta” 	
	Experience traditional / local delicacies and snacks through “cabecera” type gathering	
4:01 p.m. – 5:00 p.m.	Freshen up	
5:00 p.m. – 5:30 p.m.	Proceed to Networking Cocktails Venue	
5:31 p.m. - 7:00 p.m.	Dinner	Venue TBA % Tour Operator
7:00 p.m. – 10:00 p.m.	Networking Cocktails	
10:01 p.m.	Back to Hotel	Tentative time, depending on actual pace of the activity; OCBS to coordinate with tour operator re: transportation
Day 4 September 22, 2023	End of RBODM and PHITEX 2023 Activities	
8:00 a.m.	Breakfast	
9:30 a.m.	Hotel Check out	
10:00 a.m.	Proceed to Mactan-Cebu International Airport	
10:30 a.m.	ETA at Mactan-Cebu International Airport	
12:40 p.m. – 2:10 p.m.	Flight back to Manila via PR 1848	
2:10 p.m.	Estimated Time of Arrival in Manila	Transpo c/o tour operator
End of Regular Board of Directors’ Meeting & Participation in PHITEX 2023 Activities		

As of: August 14, 2023 subject to change without prior notice

*other special details (such as but not limited to pick up and drop off times) may be viewed through this link:
<https://docs.google.com/spreadsheets/d/1uJiYwB1eI3G5SLJfXu8XRu3fjrgMm0P/edit#gid=2100727232>