

STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS

REQUIREMENTS: Services of a Tour Operator for the North Asia Media and Influencers Familiarization Trips LOT 1

Quotation No. TPB-PR.2024.03.103

[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]

Item	Specification	Statement of Compliance
1	LOT 1: MANILA, TAGAYTAY, AND BATANGAS Osaka Media and Influencers Familiarization Trip	
2	INDICATIVE DATE OF IMPLEMENTATION 21-25 May 2024	
3	PARTICIPANTS NO. OF PAX 7 pax (5 participants + 1 DOT Osaka staff + 1 TPB Project officer) Note: For excess in the number of participants, the winning tour operator shall charge the TPB based on the rate of the tour package computed per pax.	
4	ABC: Php 1,000,000.00 Inclusive of all applicable taxes APPROVED BUDGET FOR THE CONTRACT (ABC) The winning bid shall be determined based on the submitted bid proposal and does not exceed the aforementioned approved budget.	
5	<ul style="list-style-type: none">● The project requires the services of a tour operator who will help and assist in the implementation of the said familiarization tours based on the tentative itineraries prepared by TPB.● Secured sponsorship or discounted rates should be deducted from the total expenses.● Itinerary and dates are subject to change based on the availability of flights, accommodation,	

	activities, and travel restrictions/quarantine status of the chosen destinations.	
6	<p>TRANSPORTATION</p> <p>Roundtrip International Air Tickets</p> <p>Osaka-Manila-Osaka</p> <p>For six (6) persons</p> <ul style="list-style-type: none"> ● Regular economy ● Re-bookable ● Re-routable ● Refundable ● With 20 kilos baggage allowance per sector ● Inclusive of all applicable taxes 	
7	<p>Land transportation with driver for the whole duration of the trip inclusive of the following requirements:</p> <ol style="list-style-type: none"> 1. One (1) unit of a coaster for 5 days. 2. One (1) additional van for luggage for 2 days (inclusive of driver and gas). <ul style="list-style-type: none"> ● Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour. ● Vehicle year model must be at least 2018 or newer. ● Must be equipped with: <ul style="list-style-type: none"> - Climate control or air-conditioning, PA system, and dashcam (front & back) - With safety belts for all seats - GPS or Waze and charge units for phones - Umbrellas for the passengers ● Must be DOT-accredited and/or PATTO-accredited vehicle ● Necessary expenses to cover all expenses including driver's fee, as well as his food, and other 	

	<p>miscellaneous costs, all maintenance costs, gasoline, lubricant, payment of toll fees and parking fees, other consumable costs, and other related expenses, will be covered by the tour operator.</p> <ul style="list-style-type: none"> • Licensed driver should have strong navigation skills, uniformed, presentable, and experienced in interacting with guests. 	
8	<p>TRAVEL INSURANCE Comprehensive travel insurance with COVID-19 coverage worth PHP 1,000,000.00/pax for 7 pax</p>	
9	<p>ACCOMMODATION</p> <ul style="list-style-type: none"> • Must be a DOT accredited establishment in Manila, Tagaytay, and Batangas. • Deluxe / 4 to 5-star category with upscale facilities. • Accessible to shopping, recreation, and attraction areas (please refer to the attached itinerary). • Provision of 7 rooms based on single occupancy in a deluxe room category or its equivalent room category with breakfast for 4 nights. • Provision for early check-in and/or late checkout based on the itinerary. • Preferably with welcome amenities in the room upon check-in. 	
10	<p>MEALS AND BEVERAGES Provision of meals throughout the duration of the trip with one round of drinks (choice of bottled water, juice, or soft drinks, and one can of beverage for 7 pax for the whole duration of the trip.</p> <ul style="list-style-type: none"> • Lunch @ PHP 1,500/pax/day x 7 pax x 5 days • Dinner @ PHP 1,800/pax/day x 7 pax x 4 days • Snacks @ PHP 200/pax/day x 7 pax x 5 days • With one round of beverages per meal. • Meals are subject to the approval of the TPB representative. The budget per meal should be reflected on the bidder's financial proposal. • If a plated meal, there should be at least 3 viands. • Ensure provision of dietary requirements. 	

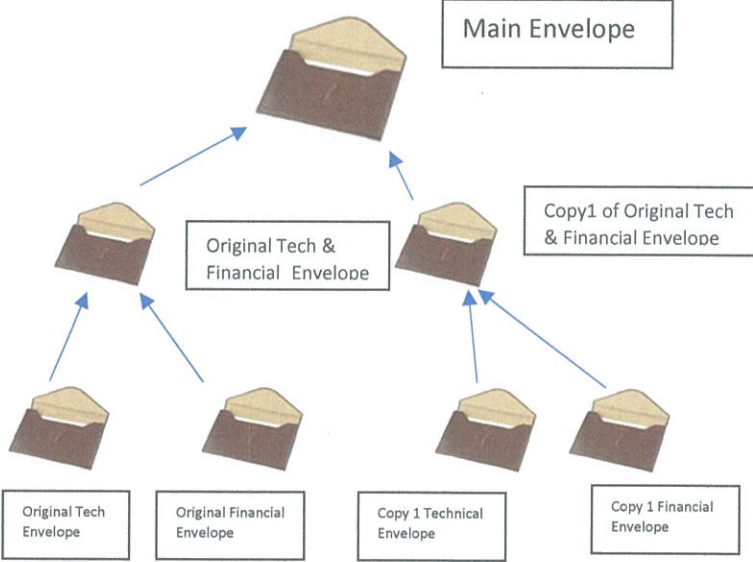
	<ul style="list-style-type: none"> ● Should DOT/TPB be able to secure meal hosting, the supplier will deduct this from the final bill (to be conferred with TPB) 	
11	<p>TOURS AND ACTIVITIES</p> <p>Provision of interactive/operational tours and activities for 7 pax</p> <p>**Please refer to the itinerary of the group**</p> <ul style="list-style-type: none"> ● Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices. ● Provide an alternative itinerary or activity in case of rain, risk of typhoon, and other unforeseen or fortuitous events subject to the approval of the TPB. ● The final itinerary should be approved by the TPB and must adhere to existing health and safety protocols. 	
12	<p>TOUR KITS</p> <p>Provision of incentivized sustainable tour kits for 7 pax to include the following:</p> <p>a. Tour Kits placed in reusable drawstring bags, cacha bags, or in sustainable packaging:</p> <ul style="list-style-type: none"> ● 500 ml reusable and sustainable water tumbler ● One (1) pack of facial tissue ● One (1) pack of wet wipes (biodegradable bamboo fiber material) ● 50 ml. of 70% isopropyl alcohol in a spray bottle ● Mints ● Mosquito repellent in spray ● Sunblock ● One (1) sun visor/hat ● Cold towels ● Customized luggage tags (design is subject to TPB's approval) 	
13	TOUR SIGNAGES AND BANNER	

	<ul style="list-style-type: none"> • Provision of vehicle banners, identifiers for the delegates, and lollipop signages for the tour guide. • Provision of a tour banner for a group picture • Placing of tour operator/supplier's logo is not allowed. • Banner to be designed by TPB and printed out by the tour operator. 	
14	<p>One (1) Licensed DOT-Accredited Japanese-speaking tour guide based in Manila/Batangas or one (1) licensed DOT-Accredited English-speaking tour guide with a Japanese interpreter.</p> <p>The DOT-Accredited Japanese-speaking tour guide:</p> <ul style="list-style-type: none"> • Must be familiar with the destination, must be fluent and conversant in Japanese and English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. • Must have handled at least (1) foreign tour group. <p>or</p> <p>The DOT-Accredited English-speaking tour guide with a Japanese interpreter:</p> <ul style="list-style-type: none"> • Must have handled at least (1) foreign tour group. • DOT-Accredited English-speaking tour guide must be familiar with the destination, must be fluent and conversant in English, and have a strong sense of Philippine history, culture, tradition, art as well as current events. • Japanese interpreter must be familiar with tourism-related terminologies, must be fluent and conversant in Japanese and English. 	
15	<p>PHOTOGRAPHER / VIDEOGRAPHER AND TOUR COORDINATOR</p> <ul style="list-style-type: none"> • Provision of one (1) photographer/videographer to cover the tour and to provide a consolidated output of raw photos and videos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of 	

	<p>Account (SOA) (subject to the approval of the TPB Project Officer)</p> <ul style="list-style-type: none"> ● Provision of video containing the highlights of the tour to be shown on the last dinner of the group (subject to itinerary), and included in the USB drive and via Google drive to be submitted to the TPB representative. ● Provision of 1 tour coordinator with at least three (3) years of relevant experience to coordinate with the TPB Project Officer on all matters required for the smooth implementation of the tour. ● Curriculum Vitae of the tour coordinator should be submitted/presented during post qualification. ● The tour coordinator and tour guide shall work in close coordination with the TPB Project Officer on all other matters required for the smooth implementation of the tour. 	
16	<p>CURATED SUSTAINABLE DESTINATION-BASED TOKENS</p> <p>Provision of curated sustainable destination-based tokens for 7 pax</p> <ul style="list-style-type: none"> ● Placing of tour operator/supplier's logo is not allowed. ● Proposed tokens and designs are subject to TPB's approval. 	
17	<p>INCIDENTAL AND OTHER MISCELLANEOUS EXPENSES</p> <ul style="list-style-type: none"> ● Provision of budget amounting to at least PHP 7,600.00 to cover expenses for the sampling of local delicacies, permits, entrance fees, environmental fees, terminal fees, porter fees, communication expenses, water expenses, and other on-site related expenses. ● Provision of one (1) first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid, Paracetamol, 	

	<p>Antihistamine, Loperamide, Meclizine hydrochloride, and Ibuprofen.</p> <ul style="list-style-type: none"> ● Provision of four (4) pocket Wi-Fi units with unlimited internet data for the participants for the duration of the trip. 	
18	<p>OTHER ADDITIONAL TECHNICAL/ELIGIBILITY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Willingness to respond to immediate/unforeseen changes in specifications. 2. Willing to provide services on a "send-bill" arrangement based on the actual number of participants and costs incurred. 3. Must be a Filipino-owned, operated, and legally registered tour services company under Philippine laws and engaged in the business as a travel and tour operator for at least five (5) years with experience and handled at least three (3) similar projects in inbound (domestic) travel, providing logistical requirements, tour operator services for tours, events, and the likes with foreign participants. 4. Must be accredited with the Department of Tourism (DOT) and preferably a registered TPB member (TPB to consider if their DOT certification has an ongoing application for renewal). 5. Neither party shall be held liable to the other party for any failure to perform any obligation due to a 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. 6. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB <i>based on the actual cost per pax.</i> 	
19	TERMS OF PAYMENT	

PARTICULARS/MILESTONE	TERMS OF PAYMENT
First tranche: Upon submission of proof of bookings /reservations of at least air tickets, accommodation and transportation, and other booked services.	40% of the total contract price
Second tranche: Upon full delivery of services as indicated in the Terms of Reference and submission of final SOA/invoice with necessary supporting documents.	60% of the total contract price
TOTAL CONTRACT PRICE	100% (inclusive of service charge and all applicable taxes)
<p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of services.</p> <p><i>The supplier 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.</i></p>	
20	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.

21	<p>Manual Submission – submit your 2 copies (1 Original Technical Document and Financial Document, and 1 Copy of Original Technical Document and Financial Document) of proposal documents to the Bids and Awards Committee, Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila</p>	
22	 <p>Technical Envelope:</p> <ol style="list-style-type: none"> 1. Accomplished Statement of Compliance to the Technical Specifications 2. PhilGEPS Registration Certificate (Platinum) all pages 3. Notarized Omnibus Sworn Statement 4. NFCC 5. Bid Securing Declaration <p>Financial Envelope:</p> <p>Accomplished Bid Form and Price Schedule (use the attached form)</p>	

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

Name of Company

Signature over Printed Name
of the authorized representative

Date