

PROPOSED ITINERARY

Project Name : ASIA PACIFIC INITIATIVE ON REPRODUCTION (ASPIRE) 13th ANNUAL CONGRESS – ACCOMPANYING PERSONS TOUR PROGRAM

Date / Venue : 23-26 MAY 2024, PICC

Date / Time	Activity	Remarks
6:00 - 7:00 AM	Breakfast at hotel	
7:00 - 7:15 AM	Assembly and pick-up at Sofitel Phil Plaza Manila Hotel lobby; Meet and greet by English-speaking Tour Guide	15-20 pax; 1 unit Coaster/Coach or Bus
7:15 - 9:00 AM	Travel time going to health & wellness property in Antipolo, Rizal	
9:00 - 9:30 AM	Arrival and Ocular of the facility	
9:30 - 11:30 AM	Health/Wellness Activities (massage/spa package); Snacks	e.g. Antipolo Suman
11:30 AM	Depart for Lunch venue	Café with a view, or Art Museum and Restaurant
12:00 - 1:30 PM	Lunch	
1:30 - 2:30 PM	Art Museum/s Tour	
2:30 - 3:30 PM	Shopping	Taytay Tiangge, or Robinsons Antipolo, etc.
3:30 - 4:30 PM	Travel time going back to Sofitel Phil. Plaza Manila Hotel	
4:30 PM	Arrival at the hotel	
~ End of Tour ~		

As of: 02 April 2024

TECHNICAL SPECIFICATIONS
SERVICES OF A TOUR OPERATOR
FOR THE ACCOMPANYING PERSONS TOUR PROGRAM
OF THE ASPIRE 2024 CONGRESS
23-26 May 2024, PICC

I. BACKGROUND

ASPIRE, the Asia Pacific Initiative on Reproduction, an Asia-wide medical society based in Singapore, is devoted to the promotion of the practice, training, and research in the field of human reproduction. ASPIRE organizes a congress hosted annually, with the last congress held in Adelaide, Australia in 2023.

Through the efforts of the Philippine Society for Reproductive Medicine (PSRM), the ASPIRE has appointed the Philippines as host of **the 13th ASPIRE Congress on 23-26 May 2024** at the Philippine International Convention Center (PICC). This appointment was also secured through the support and assistance of the Tourism Promotions Board (TPB) Philippines.

The TPB is providing support and assistance for the ASPIRE 2024 Manila Congress under the Enhanced MICE Plus Program, in line with the objective to boost MICE tourism by encouraging local MICE players to pursue and organize more events in the country, and in the efforts to help tourism industry stakeholders recover from the huge impact of the pandemic.

ASPIRE 2024 Manila is expecting an attendance of between 1,200 to 1,500 fertility doctors, scientists, and experts from pharmaceutical companies coming from over 35 countries, mostly from the Asia Pacific region, and other guests from Europe and the Americas. The attendees will include around 150 Speakers, local VIPs, and the association’s international officials and members with their accompanying persons.

It is in this regard that the TPB, as part of its support and assistance to this event, is hosting a **Tour Program for the Accompanying Persons of ASPIRE 2024**, to showcase the rich culture and heritage of the Philippines. As such, the TPB requires the services of a **Tour Operator** to provide the logistical requirements and conduct the said tour program. Below are the details:

II. SCOPE OF SERVICES / DELIVERABLES

A. Specifications

Required Tour	Health and Wellness-Themed Day Tour with Lunch and Snacks
Profile of Tour Participants	Spouses of the association’s international board officials and members, mostly above 40 years old.
No. of Pax	<ul style="list-style-type: none">• Minimum Guarantee: 15 pax• Maximum Guarantee: 20 pax

Proposed Tour Destination	Antipolo, Rizal and environs
Tour Date	23 May 2024 (Thursday)
Cost Per Pax	P8,000 per pax

B. Services and Deliverables

DELIVERABLES	SPECIFICATIONS
1. Proposed Itinerary	<p>Must submit a proposed itinerary with suggested sites/destinations to visit in Antipolo, Rizal and environs, according to the following details and requirements:</p> <ul style="list-style-type: none"> • Pick-up & Drop-off Point : Sofitel Phil. Plaza Manila • Pick-up Time : 7:00 AM • Drop-off Time : 4:00 PM <p style="text-align: right;"><i>Important: Guests must be back on time to attend the Welcome Reception in PICC at 6:00 PM, giving time to freshen up/change clothes</i></p> <ul style="list-style-type: none"> • The itinerary must include the following leisurely and relaxing activities: <ul style="list-style-type: none"> - Health and Wellness (spa/massage) - Lunch, snacks - Shopping • The itinerary may also include art museum visits, and other sightseeing activities, as time permits • The final itinerary will be subject to the approval of the TPB and event organizer/proponent.
2. Transportation	<p>Provide deluxe air-conditioned bus or coasters, preferably new, or not older than three years, subject to the approval of the TPB.</p> <ul style="list-style-type: none"> • With professional and licensed driver with a good personality and well groomed. • Inclusive of driver's fee, gas, parking fees, toll fees, meals, overtime fees and permits • Equipped with dashcam (front and back) • Mut be DOT-accredited and/or PATTO accredited vehicle.
3. Tour Coordinator and Tour Guide	<p>Provision of:</p> <ol style="list-style-type: none"> 1. One (1) Tour Coordinator <ul style="list-style-type: none"> • Must have at least two (2) years' experience of coordinating similar small tour groups.

	<p>2. One (1) Tour Guide</p> <ul style="list-style-type: none"> • Must be fluent and conversant in the English language • Must be well-versed in Philippine history, culture, tradition, art, and current events • Must be duly licensed and/or DOT-accredited, and preferably from a known/reputable organization that provides tour guides. Provide current DOT accreditation certificate and membership from tour guides association. <p><i>Note:</i> The Tour Coordinator and Tour Guide shall work in close coordination with the TPB Project Officer on all matters required for the smooth implementation of the tour.</p>
<p>4. Lunch and Snacks</p>	<ul style="list-style-type: none"> • Recommended menu for lunch is Filipino-Spanish • Snacks should be Filipino delicacies • Venue must be within Rizal Province, preferably a café with a view that is easily accessible to guests aged 40 and above
<p>5. Tour Kit (Amenities)</p>	<p>Must provide a tour kit with the following items packed in a sustainable (preferably native) bag/pouch for each tour participant:</p> <ul style="list-style-type: none"> • Mineral water in eco-friendly packaging (carton or glass bottle), 330/350 ml • Candies (mint) • Dry and wet tissues • Sanitizer/Alcohol (small bottle) • Facemasks, disposable (2 pcs) • Itinerary (mini-booklet format) containing the list of the sites/destinations included in the tour, with brief description <p><i>Note:</i> To be distributed at pick-up point, after boarding the vehicle</p>
<p>6. Environmental Fees, Entrance and Other Fees</p>	<p>All entrance fees to establishments and other charges must be inclusive in the bid quotation.</p>
<p>7. Banner</p>	<p>Tour Operator shall provide a banner for the bus/coaster, and for group photo ops.</p> <p><i>Note:</i> The TPB shall provide the information/text/logo for the creation of the artwork of the banner.</p>
<p>8. Photos / Videos</p>	<p>Tour Operator must document and submit to the TPB a compilation of photos in digital format, stored in a</p>

	google drive folder and shared to TPB via email, or in USB or other formats to be delivered to the TPB offices, no later than fifteen (15) days after the tour is conducted.
9. Travel Insurance	Travel Insurance coverage worth at least P200,000.00 per pax
10. Others	<p>A. Tour Operator must be willing to conduct a test-run (for timing) and ocular of the sites included in the approved itinerary, for the TPB, at least two (2) weeks before the actual tour date</p> <p>B. Onboard First Aid Kit including basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) and umbrellas.</p> <p>C. Allocate an amount of P10,000.00 for onsite incidental and contingency related expenses.</p>
Token / Souvenir <i>(optional)</i>	<p>Additional consideration will be given if the bidder can provide a locally made/sourced souvenir item for each tour participant, with the following guidelines:</p> <ul style="list-style-type: none"> • May be an item that can also be used during the tour, such as, but not limited to, spa towel, hand fan, sun visor/hat, tumbler, umbrella, among others. • Preferably a small and lightweight item they can carry around, that depicts the Philippines <p>Bidder will be asked to submit photos of the actual proposed token to the TPB, for prior approval (a TPB complimentary sticker or card will be attached to the approved token).</p>

III. QUOTATION / BID PROPOSAL

The bid quotation/proposal must be based on per pax multiplied by the number of pax. Ex. P7,000 per pax x 20 pax = P140,000.00

IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is ONE HUNDRED SIXTY THOUSAND PESOS ONLY (PHP 160,000.00) inclusive of all applicable taxes and fees.

V. TERMS OF PAYMENT

A. Send bill arrangements to the Tourism Promotions Board.

Statement of Account / Billing Statement addressed to:
MARIA MARGARITA MONTEMAYOR NOGRALES

Chief Operating Officer, Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100
c/o the MICE DEPARTMENT

- B.** Tour Operator may bill the TPB after the tour is conducted, subject to the submission of invoice/billing, compilation of photos in digital format, and other pertinent documents.
- Should the actual number of tour participants are less than the minimum guarantee of 15 pax, Tour Operator will be paid based on the minimum guarantee cost.
 - Any additional number of tour participants exceeding the maximum of 20 pax shall be charged to the account of the event proponent (ASPIRE), subject to the approval of the TPB prior to the tour date.
- C.** Processing of payment shall commence upon issuance of certification of satisfactory completion of service by the end user, accompanied by statement of account/billing, photos and and/or other required documents from the Tour Operator.
- D.** Payment will be made through the Land Bank of the Philippines (LBP) account. Should the winning bidder not have an account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.

VI. TECHNICAL REQUIREMENTS

Tour Operator must be:

- A. Duly accredited tour operator of the Department of Tourism (DOT)
- B. Engaged in the business of travel and tour operator for at least three (3) years at the date and time of submission of bid. Provide list of government and private sectors similar projects handled for the past three (3) years.
- C. TPB membership is an advantage

VII. LEGAL REQUIREMENTS

- A. Philippine General Electronics Procurement System (PhilGEPS) Registration Certificate
- B. Current Business / Mayor's Permit
- C. Income/Business Tax Return
- D. DTI/SEC Registration
- E. Department of Tourism (DOT) Certificate of Accreditation

VIII. CONTRACT DURATION

The contract/implementation shall commence on the date of receipt of the Notice to Proceed (NTP).

IX. PROJECT OFFICERS' CONTACT INFORMATION

For particulars, please contact the following MICE Project Officers:

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