

TECHNICAL SPECIFICATIONS
SERVICES OF EVENT MANAGEMENT COMPANY
PHILIPPINE MOTORCYCLE TOURISM (PMT)
(As of 22 April 2024)

I. BACKGROUND:

The Philippine Motorcycle Tourism is a fast-growing niche market in the Philippines, whose numbers are increasing up to the present. Significant islands in our country are being explored by motorcycle – the unspoiled landscapes, beautiful and serene coasts, green forest wildlife, and natural splendors. This is a marginal practice with special habits where taking the road, riding styles, and camaraderie play essential roles. This motorcycle tourism is an excellent example of the unusual and marginal nature of this tourism.

Capitalizing on the tourism potential, the TPB Philippine Motorcycle Tourism Program collaborated and partnered with the Department of Tourism (DOT) and various motorcycle rider clubs and associations in the Philippines.

To sustain the interest and passion of motorcycle tourism riders to engage in fun drive while promoting domestic tourism we will continue the PMT campaign with the conduct of Regional Ride, Production of PMT Activation Paraphernalia and PMT Networking Night.

II. OBJECTIVES

- 1.To help rebuild the confidence of the traveling public to travel domestically and eventually for the tourism industry to bounce back from the negative impact of the recent COVID-19 pandemic crisis.
- 2.To encourage more motorcycle sports enthusiasts to engage in a motorsport's tourism activity as a potential niche tourism product.
- 3.To tap motor riders as domestic tourism ambassadors who will help promote the Philippines as a country of fun and diverse experience.
- 4.To instill a culture of tourism and pride of place among the riders as well as advocate responsible and sustainable tourism.
- 5.To promote road safety travel among the participants and adapt the government's safety guidelines and protocols in the hospitality industry as a new normal.

III. SCOPE OF WORK AND SERVICES

A. TOURISM PROMOTIONS BOARD PMT INITIATED RIDE IN NORTHERN MINDANAO (CAGAYAN DE ORO)

***Activities and itineraries are subject to change based on the actual site validation and coordination meetings with the concerned DOT Regional offices and LGUs.*

Lot 1 : PMT Regional Rides (Circuit Caravan) Duration : 29 August to 02 September 2024 (Indicative Dates)
ABC : Three Million Five Hundred Thousand Pesos (Php 3,500,000.00)
TRANSPORTATION
<ul style="list-style-type: none">a. Three (3) units of van (for 5 days)b. One (1) pick-up van (1-day : during the Ride Activity)<ul style="list-style-type: none">• For the TPB Secretariat and Officials• van model must be at least 2018 or not more than 5-years subject to TPB's approval• Inclusive of fuel, driver, parking, and other related expenses• Inclusive of driver accommodation, meals, and other expenses• Maximum use of 15 hours per day inclusive of overtime and driver's overtime• Includes third-party liability insurance• Provision of First Aid kit and umbrellas on board• Equipped with GPS or Waze and charge units for phones• Driver should have strong navigation skills• Draft itinerary provided (subject to change without prior notice)• Should the van develop any mechanical fault in transit, the EMC must find a replacement within one-hour.• Driver must be Covid 19 fully vaccinated• Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical
HOTEL ACCOMMODATION
<ul style="list-style-type: none">a. TPB/DOT Secretariat<ul style="list-style-type: none">- Six (6) De Luxe Twin Room Sharing with 2 bedsDuration: 29 August to 02 September 2024 (5 days and 4 nights)b. Invited Bloggers/Influencers/Media<ul style="list-style-type: none">- Five (5) De Luxe Twin Room Sharing with 2 bedsDuration: 30 August to 02 September 2024 (4 days and 3 nights)c. Inclusive of breakfastd. At least 2–3-star categorye. With Wi-Fi connection
AIR TICKETS AND INSURANCE
<ul style="list-style-type: none">a. Air tickets (Manila-Cagayan de Oro City-Manila)b. Ten (10) tickets for TPB Personnel/Staff and Officialsc. Ten (10) Invited Bloggers/Influencers/Mediad. Economy seatse. 20 kgs. Per baggage allowancesf. Comprehensive travel insurance with COVID-19 coverage in the amount of Php100,000.00.g. Inclusive of services of on-line check-in and other requirements as may be deemed necessary.

- h. Must be rebookable and refundable
- i. Provision of excess baggage for the giveaways 10 boxes with 23 kilos each balikbayan box

MEALS

a. Meals of TPB/DOT Secretariat

- 1. Meals (minimum of Php 1,500 per pax)
- 2. Number of Pax 15 for 5 days

b. Meals of Invited Bloggers/Influencers/Media

- 1. Meals (minimum of Php 1,500 per pax)
- 2. Number of Pax 10 for 4 days

c. Meals for the Kick-Off Start on 29 September 2024

No. of pax : Two Hundred Fifty (250)

Inclusions: Breakfast at maximum of Php300/pax

Lunch at maximum of Php500/pax

- **Early food (breakfast)** for the Riders Coffee or tea, water, and varieties of local delicacies (ex. assorted suman, bibingka or puto etc.)
- **Packed Lunch Meal** 2 viands, dessert, and drinks (Soft drink and water)

d. Lease of Venue with PM Snacks and Dinner (PMT Conference 31 August 2024)

- Dinner Buffet (fish, chicken, pork or beef, noodles, vegetables, soup, and dessert)
 - PM Snacks (heavy snacks)
 - Number of Pax : 250
 - Maximum of Php1,500
 - Managed buffet with one round of iced tea, juice, or soda
 - Flowing coffee/tea during the event
 - In a round table set-up
 - Dressed tables/chairs with center piece according to the theme.
- e. The supplier shall cover the rental fee of the venue (if applicable) or other charges that may incurred.
 - f. Must be able to accommodate dietary restrictions of guests/participants (vegetarians, diabetics, allergies, etc.)
 - g. Include 10% buffer in case there will be an additional cost subject for approval of TPB
 - h. Must submit menu prior to the event for the TPB's approval.

PHYSICAL AND TECHNICAL REQUIREMENTS MORNING KICK-OFF, CONFERENCE AND WELCOME DINNER

KICK-OFF RIDE

- a. Complete sound systems and microphones
- b. Stage Backdrop
- c. Photo wall
- d. Signages at the venue
- e. Provision of decors for the start of Ride
- f. Host/Emcee must a Motorcycle Enthusiast
- g. Opening Number Entertainment inclusive of talent fees, meals, and logistic requirements
- h. Other technical requirements may deem necessary (eg. generator etc.)

- i. Two (2) days Rental of Motorcycle Bikes for the ten (10) invited Blogger/Influencers/Media

CONFERENCE AND WELCOME DINNER

- a. LED Wall at least 9 x 3 meters
- b. Complete Lights, Sound System, and microphones
- c. Technical Director and Script Writer
- d. Host/Emcee must a Motorcycle Enthusiast
- e. Photo Wall at the entrance of the hall
- f. Entertainment during the Opening of Conference
- g. Local Performing Band for the Entertainment inclusive of talent fees, meals, and logistic requirements

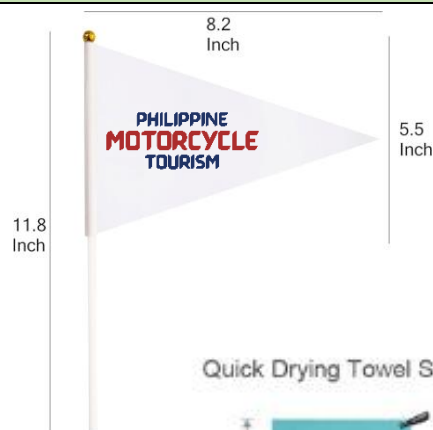
LOGISTIC SUPPORT SECURITY AND MEDICS

- a. 3-5 Personnel Standby Medics
- b. 10 Marshalls during the event
- c. At least 3-4 Motorcycle Highway patrol and 10 Policemen and other staff if necessary
- d. Inclusive of honorarium and meals of the personnel

GIVEAWAYS

a. White Flaglets for the kick-off

- 11.8 inches in length
- Made with Textile 8.2 x 5.5 inches in area.
- 1,000 pcs
- Php 15.00 each



b. PMT Towels

Specification

- Color : White or Blue
- Quick drying bath towel
- Material: polyester
- Weight: about 100g (without packaging)
- Expansion size: 40cm x 80cm
- Storage size: 7*12cm
- 500 pcs.
- Php300/each



Quick Drying Towel Size



CONFERENCE SPEAKERS

- a. Three (3) Speakers
- b. Honorarium of Php10,000.00 per pax for a 20 minute presentation
- c. Air tickets
- d. Hotel Accommodation for 3 pax x 2 nights with breakfast
- e. Meals for 3 days at least Php1,500 per pax
- f. Proposed Topics:
 - Filipino Brand of Safety Motorcycle Rides
 - Tourism in Two Wheels
 - Women Riders Sharing the Passion in Two Wheels

6. CONTINGENCY EXPENSES

a. Provision of contingency expenses in the amount of Ninety -Five Thousand Pesos (PhP95,000.00) must include but not limited to the following:

- | | |
|----------------------------------|---------------|
| • Coordination meetings | Php 30,000.00 |
| • Communication | 5,000.00 |
| • Other on-site related expenses | 50,000.00 |

b. Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical

10,000.00

Total

Php 95,000.00

SITE VALIDATION (4 DAYS AND 3 NIGHTS)

a. Accommodation

- At least 3-to-4-star hotel located in Cagayan de Oro City
- Two (2) rooms based on twin sharing inclusive of daily breakfast
- Must have stable internet connection
- Proposed dates : June 19-22, 2024 (Indicative dates)

b. Air Tickets for Three (3) pax

- MNL- CAGAYAN DE ORO-MANILA
- inclusive of comprehensive travel insurance with COVID-19 coverage
- 20 kilograms baggage allowance per person per route
- Must be rebookable and refundable
- Shall provide services of on-line check-in for the group
- Reminder to collect all boarding pass after the event

c. Land Transportation

- One (1) unit of van; must be at least 2018 model or not more than 5-years old; Adequate to transport 10-12 persons with luggage and driver; subject to TPB's approval
- Inclusive of fuel, driver, parking, and other related expenses
- Inclusive of driver accommodation, meals, and other expenses
- Maximum use of 15 hours per day inclusive of overtime and driver's overtime
- Includes third-party liability insurance
- Provision of First Aid kit and umbrellas on board
- Equipped with GPS or Waze and charge units for phones
- Driver must be well-uniformed and should have strong navigation skills
- Should the van develop any mechanical fault in transit, the EMC must find a replacement within one-hour
- Driver must be fully-vaccinated

Meals

- Provision of meals for six (6) TPB/DOT personnel inclusive of lunch and dinner amounting to Php1,500.00 per pax/day

Onsite Related Expenses

- Provision of onsite related expenses for coordination meetings amounting to Php30,000.00.

- Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical amounting to Php3,000.00.

OTHER REQUIREMENTS

- a. The winning bidder shall provide assigned personnel to assist in handling and monitoring all the requirements of the event.
- a.1 Project Manager/Coordinator
- b. 1 Administrative/Logistic Support Team

Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables

TERMS OF PAYMENT

• After the conduct of site validation	15% of the total contract price
• Approved menu, program, entertainment, and venues	35% of the total contract price
• Full completion of services and submission of Terminal Report	50 % of the total contract price
TOTAL	100% of the total contract price

LOT 2 : PRODUCTION OF THE 3-5 MINUTE PMT AUDIO VISUAL PRESENTATION AND PRODUCTION OF BANNERS AND ACTIVATION MATERIALS

ABC : Php1,500,000.00

A. SCOPE OF SERVICES FOR THE 3-5 AUDIO VISUAL PRESENTATION AND SDE:

- Two (2) Photographers and 1 videographer for the documentation per leg
- Visual support will be taken to the following PMT Events/Activities. TPB will provide any video insert if necessary.
 - Region X Cagayan de Oro /Riders Night
- Pre-production
 - Concept
 - Script/treatment format and outline
 - Storyboard
 - Interview guide (if applicable)
- Video and still photo restoration and digital enhancement
- Audio Postproduction (background music must be authorized licensed by music provider)
- Video Specifications:
 - 1080p resolution (1920x1 080)
 - .mp4 or .mov format
 - 16:9 aspect ratio
 - Encoded in high profile, progressive scan
 - Frame rate at 24 to 30fps
 - Minimum 64 kbps audio bitrate
- Inclusive of meals, accommodation, and air tickets and other logistic requirements of the crew
- Output/Deliverables
 - SDE of PMT Events to be shown during the dinner
 - Photo and Video Coverage of PMT Rides and Riders Night in November
 - Consolidated video for the PMT Activities for the year 2024
- Note: Bidders may recommend additional personnel deemed fit for the team the scope of work and deliverables

B. SCOPE OF DELIVERABLES OF PRODUCTION OF BANNERS AND ACTIVATION PARAPHERNALIA

1. 10 x 10 Canopy Tents are Durable, Customizable, and Easy to Install

- Graphic Material : Tent Fabric
- Graphic Weight : 270 GSM
- Frame Construction : Pop up aluminum frame with 3 adjustable layers for height. Telescopic legs snap into place offering a range of heights.
- Tent Roof should be water proof
- Backwall and sidewall should be sublimation (cloth and washable)
- Pole Diameter : 40 mm
- Pole Max. Height : 135 inches
- Pole Min. Height : 101 inches
- 4 foldable chairs
- 1 Foldable Table with cover (Custom 2' x 4' x 36" Table Cover)
- With durable roller bag for the materials for safe keeping
- Package Cost Php150,000.00

Note: The bidder shall submit the sample tent fabric and pole to be used.



2. Bowhead Banners

- Size : 10ft tall and about 2.5ft wide.
- Material : 4 oz. polyester for our custom flags. Its weight is also sometimes referred to as 110gm.
- Sublimation two (2) sides printing.
- Should be engineered for 20-30 mph winds and poles have robust stability.
- Full Visibility on both sides of custom advertising flags. Full-color dye sublimation printing is durable and not easy to fade. Uniquely shaped & designed to provide optimal visual exposure.
- Durable bag for the materials for safe keeping



- **Unit Price : Php7,800 x 10 pcs = Php 78,000.00**
- Note: The bidder shall submit the sample polyester for the custom flags*



3. Magnetic Pop-up Counter Table

- Size : .877 x 2.420 meters
 - Width 1280 mm
 - Height 980 mm
 - Depth 375 mm
 - Weight 15.0 kg
- Light weight/portable
- 1 pcs magnetic graphic panel wrap
- Four internal shelves
- Open back for easy storage
- Tool free assembly
- With Carrying bag
- **Unit Cost Php10,000.00 x 2 = Php20,000.00**



Magnetic Pop-up Counter Table



Note: The bidder shall submit the sample magnetic graphic panel wrap

4. Tension Fabric Backdrop 3x3 (Straight) *8ft(W) x 7.5ft (H)

- Printing Size: 255cm(W) x 233cm(H)
- Actual Size: 245cm(W) x 223cm(H)
- Safe Area: 231cm(W) x 213cm(H)
- Tension Fabric Structure - 4.9kg
- Tension Fabric Cloth 3x3 - 2.9kg"
- **Sublimation printing and washable**
- It can be assembled within minutes with a push-fit action and the tension fabric graphic simply slides over the frame and zips up to secure it in place.
- Transport and store your straight tension fabric display with ease in the carry bag provided.
- Double-sided graphics are available to ensure your marketing message is seen from all angles.



- The hard-wearing fabric graphic can be folded up without worry of creasing, the elasticity in the fabric makes it extremely durable and stretches out any creases once the fabric is applied to the frame.

- The fabric graphics are printed using the latest dye-sublimation process which is a direct print onto the textile that bonds water-based inks within the fabric, for longer lasting high impact graphics.

- **Unit Cost Php20,000 x 2 units = Php40,000.00**

Note: The bidder shall submit the sample fabric and pole to be used

Tension Fabric Backdrop



5. Heavy Duty A- Frame Sidewalks Poster stand 24 x 36 Inch Outdoor Sign Black Coated Metal Collapsible Sidewalks Signs Stand Double-Sided Display Poster Boards Suitable Sandwich Board for Indoor Outdoor

- Item Dimension: LxWxH
35.43 x 23.62 x 0.39 inches (90 x 60 x 1 cm)"
- The poster should be 24x36 inches in size or smaller to fit into the slot.
- Rainproof and not easy to be corroded because of its all-metal structure.
- **Unit Cost : Php5,000 x 10 units= Php50,000.00**

Note: The bidder shall submit the sample frame and material to used for poster



Frame Sidewalk Poster Stand



6. Magnetic Vehicle Signs

- Made of High-quality Materials
- Strong Magnification
- Thick & Durable
- Not easy to fall off
- Not fit for the aluminum body
- Rounded Corners
- Ensure they don't get lifted up when driving fast
- Size: 12 x 24 inches
- Easy to install & remove
- **Unit Cost Php2,000 x 10 units = Php20,000**

Note: The bidder shall submit the sample magnetic material.



Magnetic Vehicle Sign



Note: Asec. Gisela prefers the design with LTP icons or with the logos.

7. PMT Stickers

- Stickers of Motorcycle Tourism (2 different designs)
- Quantity: 1,875 pcs per design = 3,750 pcs.
- Size: Size: 8 cm x 10 cm.
- Color Requirements: Full-color printing – 2 different designs on white and black background
- Material Preference: Clear: 3M Sticker
- Layout to be supplied by TPB
- With slitting and die-cutting
- **Unit Cost Php 24.95 x 6,000 = Php149,700**

Note: The bidder shall submit the sample sticker material to be used



8. PMT Banner Tarp

- Size : 4ft x 3 ft
- Color Requirements : Full Color Printing
- Material Preference : Washable Cloth
- Printing Process : Full color and sublimation print

Unit Cost : Php 400 x 75 pcs = Php30,000



Note: The bidder shall submit the sample material of tarp	
9. Schedule of Deliverables:	
<ul style="list-style-type: none"> • Delivery of above items shall be implemented after 35 days upon approval issuance Notice to Proceed (NTP) and approved material and lay-out 	
10. TERMS OF PAYMENT FOR THE FOLLOWING:	
<ul style="list-style-type: none"> • PRODUCTION OF THE 3-5 MINUTE PMT AUDIO VISUAL PRESENTATION • PRODUCTION OF BANNERS AND ACTIVATION MATERIALS 	
<ul style="list-style-type: none"> • Approved of concept production of the 3–5-minute PMT audio visual presentation • Approved sample materials of banners and lay-out 	15% of the total contract price
<ul style="list-style-type: none"> • Full deliveries of banners and activation materials on 35 days upon receipt of NTP 	35% of the total contract price
<ul style="list-style-type: none"> • Full deliveries of SDE of 2 PMT events 	35% of the total contract price
<ul style="list-style-type: none"> • Full completion of services and submission of approved final consolidated video 	15 % of the total contract price
TOTAL	100% of the total contract price

LOT 3: RIDERS NETWORKING NIGHT ABC: Php1,400,000.00
<p>A. Preferably Hotel or Events Place for the Dinner</p> <ol style="list-style-type: none"> 1. Within Metro Manila (preferably in Manila or Makati or Quezon City) 2. Can accommodate at least Two Hundred Fifty (250) pax 3. Round Table Set-up 4. Menu to be attached to the proposal for reference of TPB 5. Managed buffet 6. One round of iced tea, juice, or soda 7. Flowing coffee/tea during the event 8. Can accommodate dietary restrictions of guests / participants (Vegetarians, diabetics, allergies, etc.) 9. Dressed tables/chairs 10. Uniformed and well-trained banquet service 11. Can accommodate space for a LED wall (size 9 x 12) and 2-3 feet stage 12. Available parking space for the guests 13. Registration Area at least 2-3 IBM Tables 14. Complimentary use of Projector and Screen and basic sound system 15. Complimentary use of stage at least 2-3 feet in height 16. Provision of Signages in the vicinity of the hotel or event center 17. At least 10% Buffer for the food and beverages <p>B. One (1) unit of 10 seaters van for the TPB Secretariat</p> <ol style="list-style-type: none"> 1. van model must be at least 2018 or not more than 5-years subject to TPB's approval 2. Inclusive of fuel, driver, parking, and other related expenses 3. Inclusive of driver accommodation, meals, and other expenses 4. Maximum use of 15 hours per day inclusive of overtime and driver's overtime 5. Includes third-party liability insurance 6. Provision of First Aid kit and umbrellas on board 7. Equipped with GPS or Waze and charge units for phones 8. Driver should have strong navigation skills

9. Draft itinerary provided (subject to change without prior notice)
10. Should the van develop any mechanical fault in transit, the EMC must find a replacement within one-hour.
11. Driver must be Covid 19 fully vaccinated.

C. Provision of Hotel Accommodation Requirements of TPB Secretariat

1. At least 3-4 Star categories
2. Five (5) Double Deluxe Rooms with 2 beds inclusive of breakfast
3. Duration: November 15-17, 2024 (3 days and 2 nights)
4. With Wifi Connections

D. Production and Technical Requirements Dinner

1. LED Wall at least 9 x 3 meters
2. Complete Lights and Sound System for the Conference and Dinner
3. Technical Director and Script Writer
4. Host/Emcee must a Motorcycle Enthusiast
5. Photo Wall at the entrance of the hall
6. Entertainment inclusive of talent fees, meals, and logistic requirements
7. Opening Number (Song and Dance Number in a festive mood)
8. Entertainment Band with complete band instruments

E. On-site Related Expenses

- | | |
|---|------------------|
| 1. Meals for the TPB Secretariat pre/during/post | |
| Php350 pesos per pax per meal x 10 pax x 3 days x 3 meals = | Php 31,500.00 |
| 2. On-site related expenses | 6,000.00 |
| 3. Communication | 3,000.00 |
| 4. Coordination Meetings | <u>10,000.00</u> |
| Total | 51,500.00 |

F. PMT RIDERS' NETWORKING NIGHT

• Approved and confirmed venue	15% of the total contract price
• Approved menu, program, entertainment, and venues	35% of the total contract price
• Full completion of services and submission of Terminal Report	50 % of the total contract price
TOTAL	100% of the total contract price

IV. PROJECT IMPLEMENTATION SCHEDULE (Indicative Dates)

Lot 1 : PMT Regional Rides (Circuit Caravan) Region 10 Northern Mindanao Duration : September 27-30, 2024 Php3,500,000.00
Lot 2 : Production Of The 3-5 Minute PMT Audio Visual Presentation And Production Of Banners and Activation Materials Php1,500,000.00
Lot 3 : Riders and Networking Night in November 16, 2024 Php1,400,000.00

V. SPECIAL/ADDITIONAL REQUIREMENTS FOR LOT 1 AND LOT 3

OTHER TERMS AND CONDITIONS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office and Local Government units involved.
3. Must be willing to provide services on a “send-bill” arrangement.
4. Must be a legally registered Event Management Company under Philippine laws for at least three (3) years. Required to submit proof of registration either from SEC, DTI or CDA.
5. Must have previously completed a minimum of 3 projects for the past three (3) years in providing/ servicing events operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions, or Organizations. Required to submit a list of ongoing projects for the last three (3) years, including contracts awarded but not yet started.
6. Key personnel involved in the project must have a minimum of three (3) years of relevant experience: Must submit CV’s with the technical proposal.
 - a. 1 Event Coordinator/Project Manager
 - b. Production and Technical Requirements
 - Technical Director
 - Director to manage the program flow.
 - c. 2-3 Administrative/Logistic Support TeamNote: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables
7. Secured sponsorship or discounted rates should be deducted from total expenses.

VI. SPECIAL/ADDITIONAL REQUIREMENTS FOR LOT 2

OTHER TERMS AND CONDITIONS

1. Willingness to respond to immediate/unforeseen changes in specifications.
2. Activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office and Local Government units involved.
3. Must be willing to provide services on a “send-bill” arrangement.

4. Must be a legally registered Event Management Company/Production Company/Tour Operator under Philippine laws for at least three (3) years. Required to submit proof of registration either from SEC, DTI or CDA.
5. Must have previously completed a minimum of 3 projects for the past three (3) years in providing/ servicing events operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions, or Organizations. Required to submit a list of ongoing projects for the last three (3) years, including contracts awarded but not yet started.
6. Key personnel involved in the project must have a minimum of three (3) years of relevant experience: Must submit CV's with the technical proposal.
 - a. 1 Event Coordinator/Administrative to monitor the requirements.
 - b. 1 Technical Assistant for the video and photos editing
 - c. Note: Bidders may recommend additional personnel deemed fit for the team following the scope of work and deliverables
5. Secured sponsorship or discounted rates should be deducted from total expenses.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

Total Contract Price **SIX MILLION FOUR HUNDRED THOUSAND (Php6,400,000.00)** inclusive of all applicable taxes and fees.

Particulars	Amount in Php
Lot 1 : PMT Regional Rides (Circuit Caravan) Region 10 Northern Mindanao Duration September 27-30, 2024	3,500,000.00
Lot 2 : Production Of The 3-5 Minute PMT Audio Visual Presentation and Production of Banners and Activation Paraphernalia	1,500,000.00
Lot 3 : Riders and Networking Night in November	1,400,000.00
TOTAL	6,400,000.00

VIII. TERMS OF PAYMENT

Willing to provide services on a "send-bill" arrangement. 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 in accordance with prevailing accounting and auditing rules and regulations. Total cost should be based on actual expense. (ABC).

Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

Note: The bidder should have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the winning bidder company.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

IX. PROJECT OFFICER'S CONTACT INFORMATION

EDMON GERALD A. LOZA

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