

ANNEX A_TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE MICECON 2024 *as of 29 May 2024*

I. Background

The Philippine MICE Conference (MICECON), the country's largest gathering of Meetings, Incentive Travel, Conventions and Exhibitions (MICE) professionals in the Philippines, will be held on 10-12 July 2024 in the Clark Freeport Zone. It will be held as a three-day educational event in full face-to-face (F2F) format with the following event components:

- First-Time Attendees Session
- Corporate Social Responsibility Event
- Philippine MICE Youth Challenge
- Personality Development Session
- Plenary and Breakout Education Sessions
- Pre-event and Post Event Tours
- MICE Marketplace
- Social Networking Functions

MICECON will be held in partnership with the Clark Development Corporation (CDC), in line with the CDC's Strategic MICE Masterplan, that aims to improve the competitiveness level of the local MICE destination. The event will feature a global perspective on the MICE industry by inviting international and local speakers to tackle high-level issues about the sector, provide updates on global marketing strategies and current best practices in the new normal.

II. Objectives

Specifically, the Tourism Promotions Board (TPB) is in need of tour operator services during MICECON 2024 for the smooth implementation of the event that aims to showcase new development, establishments and products / services promoting local culture, heritage, and cuisine of Clark Freeport Zone and promote the new tourism circuits being offered in Central Luzon Region while ensuring the highest level of safety and security during the tours.

III. Scope of Services

The TPB shall procure the services of a tour operator/destination management company for the provision of the following requirements which shall be opened for public bidding based on the seven (7) items identified below:

ITEM # 1	Detailed Requirements		
<p>TRANSPORTATION – ACTUAL CONFERENCE AND POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR</p> <p>Estimated Budget: PHP 645,000.00</p>	<p>A. TRANSPORTATION – ACTUAL CONFERENCE</p>		
	<p><u>Indicative Dates:</u> 26 June – 17 July 2024</p>		
	<p><u>Estimated Budget:</u> Php 591,000.00</p>		
	<p>Transportation</p>		
	<p>Date Needed</p>	<p>Particulars</p>	<p>No. of Pax / Remarks</p>
	<p>26 June – 17 July 2024</p>	<p>Two (2) vans (2018 model or newer) with driver for 12 hours a day, maximum of 4 hours overtime (inclusive of gas, parking fees and overtime fees and all other related fees) for MICECON 2024 related transfers: a. 1 unit for NCR & Cavite b. 1 unit for NCR only</p>	<p>For Secretariat and Foreign Speakers with Manila Accommodation</p>
	<p>09-13 July 2024</p>	<p>Five (5) vans (2018 model or newer) with driver for 12 hours a day, maximum of 4 hours overtime (inclusive of gas, parking fees and overtime fees) for MICECON 2024 related transfers in to and in Clark</p>	<p>For Secretariat, Speakers DOT/TPB Officials, TPB-Board of Directors, and MICE Advisory Council</p>
	<p>Other Requirements</p>		
	<p>Date Needed</p>	<p>Particulars</p>	<p>No. of Pax</p>
	<p>26 June – 17 July 2024</p>	<p>One (1) coordinator for facilitation of requirement</p>	
<p>26-17 July 2024</p>	<p>First Aid Kit on board the vehicles with basic medicines: ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever</p>		

- povidone iodine
 - band aids
 - gauze pads
 - surgical tape
 - scissors
- (first aid kit to be given to the TPB coordinator after the event)*


B. POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR


Indicative Dates: – 28-30 August 2024

Estimated Budget: Php 54,000.00

Transportation		
Date Needed	Particulars	No. of Pax / Remarks
28-30 August 2024	One (1) van (2018 model or newer) with driver for 12 hours a day, maximum of 4 hours overtime (inclusive of gas, parking fees, toll fees, environmental fees and overtime fees) for MICECON 2024 Post-Conference Focused Educational Seminar related transfers	8 pax
Accommodation		
28-30 August 2024	<ul style="list-style-type: none"> ● Room Accommodation in a 3-star hotel or higher (if available) ● Two (2) rooms in deluxe category or its equivalent for two (2) nights based on double occupancy with breakfast 	4 pax
Other Requirements		
Date Needed	Particulars	No. of Pax
28-30 August 2024	One (1) transportation	8 pax

		coordinator	
	28-30 August 2024	<p>First Aid Kit on board the vehicles with basic medicines:</p> <ul style="list-style-type: none"> ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>	8 pax
ITEM # 2 / ABC	Detailed Requirements		
SPEAKERS' ACCOMMODATION (MANILA) AND WELCOME DINNER Estimated Budget: PHP 226,600.00	<p><u>Number of participants:</u> 50 pax <u>Minimum pax guarantee:</u> 25 pax Indicative Dates: Accommodation in Manila or Clark – 07-09 July 2024 Welcome Dinner (Clark) – 09 July 2024</p>		
	Accommodation		
	07-09 July 2024	<ul style="list-style-type: none"> ● Room Accommodation in Manila or Clark in a 3-star hotel or higher (if available) ● Eight (8) rooms in deluxe category (if applicable/available) or its equivalent for two (2) nights based on single occupancy with breakfast 	8 pax
Food and Beverage			

	09 July 2024	One (1) incentivized dinner (Welcome Dinner for Speakers, VIP and Manila-based Media) in Clark with musical entertainment amounting to PhP2,000.00 per pax	50 pax
Giveaways			
	09 July 2024	<p>Provision of eighteen (18) pcs laptop bags worth P1,595.00 each in elegant packaging with MICECON 2024 compliments card</p> <p>Laptop bag specs: Bag Closure: Snap Closure Leather Texture: Woven Leather Finish: Matte Features: Laptop Pocket, Pen organizer, Wire Organizer, Mousepad, Phone pocket: Pattern: Plain Laptop Size that can fit:: 15" Material: Leather Leather Type: Vegan</p>	18 pax
			

			
Other Requirements			
Date needed		Particulars	No. of Pax
Please see above indicative dates		One (1) coordinator for the facilitation of the requirements	50 pax
ITEM # 3 / ABC	Detailed Requirements		
<p>PRE-CONFERENCE ACTIVITY - Corporate Social Activity (CSR) Delegates' Food & Beverage</p> <p>Estimated Budget: PHP 300,000.00</p>	<p><u>Number of participants:</u> 150 pax <u>Minimum pax guarantee:</u> 120 pax Indicative Date and Time: 10 July 2024, 10:00 AM - 2:00 PM Venue: Clark Weekend Market</p>		
Food and Beverage for the CSR Delegates			
Date needed		Particulars	No. of Pax
10 July 2024 10:00 AM - 2:00 PM		1. Boxed lunch for 150 pax amounting to PhP1,500.00 per pax <ul style="list-style-type: none"> a. spill-proof, eco-friendly bento boxes with lid and MICECON 2024 logo sticker (note: submit sample during bid submission) b. reusable spoon&fork with white table napkin (preferred material: inabel) embroidered with MICECON 2024 logo wrapped in an eco-friendly packaging that will also serve as a delegate souvenir from the Culinary 	150 pax

Capital of the Philippines
(note: submit sample material during
bid submission)



c. food items in bento box: rice, pasta/noodle, chicken, fish, vegetable and dessert

(note: include three (3) menu options during bid submission)

d. cold fruit drinks/tea in glass bottles

2. Fifteen (15) platters of authentic Kapampangan sisig to be served in the middle of 15 banquet tables upon the delegates' arrival

(One platter should be good for 10 pax)

3. Fifteen (15) platters of fresh sliced fruits to be served in the middle of 15 banquet tables upon the delegates' arrival

(One platter should be good for 10 pax)

4. Four (4) water stations

5. Tent rental to be installed at the Clark Weekend Market to accommodate 150 pax

6. Skirted rectangular tables to be used during the distribution of boxed

		lunch 7. Covered banquet tables and chairs for 150 pax (may augment the existing ones in the venue) 8. 150 meal stubs (include sample design during bid submission) Delivery schedule: 1st week of July 2024 to TPB 9. Four (4) uniformed servers a. one (1) server to collect meal stubs and distribute utensils b. two (2) servers to distribute and collect boxed lunch c. one (1) server to distribute and collect bottled drinks	
		Other Requirements	
		Date needed	Particulars
		10 July 2024	One (1) coordinator for the facilitation of the above requirements

ITEM # 4 / ABC	Detailed Requirements		
ACTUAL CONFERENCE – TPB SECRETARIAT AND DOT/TPB OFFICIALS AND BOARD OF DIRECTORS (ACCOMMODATION , MEALS, AND MEETINGS) Estimated Budget: PHP 932,500.00	Number of participants: 75 pax Minimum pax guarantee: 50 pax Indicative Dates: 8-14 July 2024		
	Food and Beverage		
	07-13 July 2024	TPB Secretariat (On-site): Six (6) packed luncheons (1 luncheon / day) amounting to PhP300.00 per meal / pax	50 pax
	07-12 July 2024	TPB Secretariat (On-site) Six (6) packed dinners (1 dinner / day) amounting to PhP300.00 per meal / pax	50 pax
	08-14 July 2024	TPB Secretariat (Manila-based): Six (6) packed luncheons (1 luncheon / day) amounting to PhP300.00 per meal	4 pax

	/ pax	
08-13 July 2024	TPB Secretariat (Manila-based) Six (6) packed dinners (1 dinner / day) amounting to PhP300.00 per meal / pax	4 pax
Accommodation		
07-13 July 2024	TPB Secretariat (On-site): <ul style="list-style-type: none"> • Room Accommodation in Clark in a 3-star hotel or higher (if available) • Fifteen (15) rooms in deluxe category (if applicable/available) or its equivalent for six (6) nights based on double/triple occupancy with breakfast 	50 pax
08-14 July 2024	TPB Secretariat (Manila-based): <ul style="list-style-type: none"> • Room Accommodation in Manila in a 3-star hotel or higher (if available) • Two (2) rooms in deluxe category (if applicable / available) or its equivalent for six (6) nights based on double occupancy with breakfast 	4 pax
09-13 July 2024	DOT/TPB Officials and Board of Directors: <ul style="list-style-type: none"> • Room Accommodation in Clark in a 3-star hotel or higher (if available) • Thirteen (13) rooms in deluxe category (if applicable / available) or its equivalent for four (4) nights based on single occupancy with breakfast 	13 pax
Other Requirements		
<i>Please see indicative dates above</i>	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to	

		TPB's approval amounting to PhP50,000.00.	
	<i>Please see indicative dates above</i>	Two (2) coordinators (Manila and Clark) for facilitation of requirements	

ITEM # 5 / ABC	Detailed Requirements		
POST TOUR PROGRAM Estimated Budget: PHP 2,364,000.00	A. FOREIGN SPEAKERS' TOUR <u>Number of participants:</u> 14 pax (7 pax per module inclusive of TPB representatives) 2 Modules (All within Region 3 – Central Luzon) <u>Minimum pax guarantee:</u> 5 pax per module <u>Indicative Dates:</u> 13-15 July 2024 Estimated Budget: Php 666,000.00		
	Transportation		
	Date Needed	Particulars	No. of Pax
	Land:		
	13-16 July 2024	Two (2) vans for 12 hours per day with overtime pay max. 4 hours (2018 model or newer) with driver (inclusive of gas, parking fees, toll fees, environmental fees and overtime fees and all other fees) for all MICECON Foreign Speakers' Post-Tour related transfers; 1 van/coaster per module	14 pax
	13-16 July 2024	Additional two (2) vans for luggage with driver for 12 hours a day, maximum of 4 hours overtime	

		(inclusive of gas, parking fees, toll fees, environmental fees and overtime fees and all other fees); 1 van per module	
	Water:		
	13-15 July 2024	Water vessel exclusive for the group equipped with safety gears and safety security officer; 1 water vessel per module	14 pax
Accommodation			
	13-15 July 2024	Fourteen (14) deluxe rooms in a 3-star hotel or higher (if applicable) or its equivalent for two (2) nights based on single occupancy with breakfast	14 pax
	15-16 July 2024	2 nd Call Accommodation in Manila for Foreign Speakers: Eight (8) deluxe rooms in a 3-star hotel or higher (if applicable) or its equivalent for one (1) night based on single occupancy with breakfast	8 pax
Food and Beverage			
	13-15 July 2024	Three (3) incentivized lunches including am and pm snacks with one (1) round of drinks per meal amounting to PhP2,000.00 per pax/ meal	14 pax
	13-15 July 2024	Two (2) dinners with cultural or musical entertainment with one (1) round of drink per meal amounting to PhP2,000.00 per pax/ meal	14 pax
Other Requirements			
	Date Needed	Particulars	No. of Pax
	13-15 July 2024	One (1) DOT- accredited Regional Tour Guide per module with previous experience as Tour Guide in previous TPB-initiated domestic and international familiarization trips	14 pax

	13-15 July 2024	One (1) coordinator for facilitation of requirement	
	13-15 July 2024	<p>Incentivized tour kits (to include travel necessities) preferably sourced from the local community:</p> <ul style="list-style-type: none"> ● Tumbler ● Tissue ● Wipes ● 70 ml refillable sanitizer/alcohol ● face masks ● mints ● mosquito repellent ● folded umbrella ● fan ● tour shirt with MICECON logo (design subject to approval of TPB) 	14 pax
	13-15 July 2024	<p>First Aid Kit on board the vehicles with basic medicines:</p> <ul style="list-style-type: none"> ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>	14 pax
	13-15 July 2024	Stand-by paramedics at identified locations in coordination with proper offices in Region III	14 pax
	13-15 July 2024	Incentivized tour program (in	14 pax

		booklet form) with directory of suppliers including wellness, water-sports, island hopping and snorkeling activities (if applicable)	
	13-15 July 2024	<p>Tokens and destination-based giveaways to include one (1) welcome gift plus 3 pillow gifts for each guest that are sourced from the local community and advocates sustainability. The proposed design must not reflect the tour operator's logo and should be subject to TPB's approval prior to production/printing amounting to PhP1,000 per pax.</p> <p>Samples to be submitted within ten (10) calendar days after issuance of Notice of Award</p>	14 pax
	13-16 July 2024	<p>Banners (for group pictorial) and appropriate bus signage, design/specs subject to TPB's approval</p> <p>Specs: Height: 3 ft Length: 7 ft Must include the name of the Project in the print and the TPB logo</p> <p>Name of the Project: MICECON 2024</p>	

	13-15 July 2024	Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 TPB copies after the tour module and one (1) external hard drive(subject for approval of TPB), per module													
	13-16 July 2024	Snacks on board, cold towels and drinking water (Note: No mineral water in plastic bottles must be provided. Tumblers to be provided to the participants.)	14 pax												
	13-16 July 2024	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP30,000.00	14 pax												
<p>B. LOCAL MICE ORGANIZERS FAMILIARIZATION TRIP</p> <p><u>Number of participants:</u> 39 pax (<u>13 pax per module</u> inclusive of TPB representatives)</p> <p>3 Modules (All within Region 3 – Central Luzon)</p> <p><u>Minimum pax guarantee:</u> 7 pax per module</p> <p>Indicative Dates: 13-15 July 2024</p> <p>Estimated Budget: Php 1,698,000.00</p> <table border="1" data-bbox="506 1522 1477 1766"> <thead> <tr> <th colspan="3" data-bbox="506 1522 1477 1564">Land Transportation</th> </tr> <tr> <th data-bbox="506 1564 797 1606">Date Needed</th> <th data-bbox="797 1564 1287 1606">Particulars</th> <th data-bbox="1287 1564 1477 1606">No. of Pax</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="506 1606 1477 1648">Land:</td> </tr> <tr> <td data-bbox="506 1648 797 1766">13-15 July 2024</td> <td data-bbox="797 1648 1287 1766">Six (6) vans (<i>two (2) vans per module</i>) (2018 model or newer) with driver for 12 hours a day,</td> <td data-bbox="1287 1648 1477 1766">39 pax (13 pax per module)</td> </tr> </tbody> </table>				Land Transportation			Date Needed	Particulars	No. of Pax	Land:			13-15 July 2024	Six (6) vans (<i>two (2) vans per module</i>) (2018 model or newer) with driver for 12 hours a day,	39 pax (13 pax per module)
Land Transportation															
Date Needed	Particulars	No. of Pax													
Land:															
13-15 July 2024	Six (6) vans (<i>two (2) vans per module</i>) (2018 model or newer) with driver for 12 hours a day,	39 pax (13 pax per module)													

		maximum of 4 hours overtime (inclusive of gas, parking fees, toll fees, environmental fees and overtime fees and all other fees) for all MICECON 2024 Local MICE Organizers Familiarization Trip related transfers.	
	13-15 July 2024	Additional three (3) vans for luggage with driver for 12 hours a day, maximum of 4 hours overtime (inclusive of driver and gas); 1 van per module	
	Water:		
	13-15 July 2024	Water vessel exclusive for the group equipped with safety gears and safety security officer; 1 water vessel per module	39 pax
Accommodation			
	13-15 July 2024	Room Accommodation at thirty-nine (39) rooms with deluxe category (if applicable/available) or its equivalent for two (2) nights based on single occupancy with breakfast	39 (13 pax per module)
Food and Beverage			
	13-15 July 2024	Three (3) incentivized lunches including am and pm snacks with one (1) round of drink per meal amounting to PhP2,000.00 per pax/day; per module	39 pax (13 pax per module)
	13-15 July 2024	Two (2) dinners with cultural or musical entertainment with one (1) round of drink per meal amounting to PhP2,000.00 per pax/day; per module	39 pax (13 pax per module)
Other Requirements			
	Date needed	Particulars	No. of Pax
	13-15 July 2024	Incentivized, interactive and	39 pax

		experiential tours and activities that focus on different MICE Facilities and feature tourism circuits of Central Luzon; per module	(13 pax per module)
	13-15 July 2024	Provision of itinerary booklet and Directory of Participants and TPB Officials. (Content and design subject to the approval of TPB) per module	39 pax (13 pax per module)
		Provision of Incentivized Tour Kit coming from the local community /travel necessities: <ul style="list-style-type: none"> ● Tumbler ● Tissue ● Wipes ● 70 ml refillable sanitizer/alcohol ● face masks ● mints ● mosquito repellent ● foldable umbrella ● luggage tags (color coded per module) ● baller id bands (color coded per module) based on tour module ● tour shirt with the branding of destination (design subject to the approval of TPB) *per module	
	13-15 July 2024	First Aid Kit on board the vehicles with basic medicines: <ul style="list-style-type: none"> ○ antacid for upset stomach, headache 	39 pax (13 pax per module)

		<ul style="list-style-type: none"> ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <p><i>(first aid kit to be given to the TPB coordinator after the event)</i></p>	
	13-15 July 2024	Stand-by paramedics at identified locations in coordination with proper offices in Region III; per module	39 pax (13 pax per module)
	13-15 July 2024	<p>Tokens and destination-based giveaways including 1 welcome gift and 2 pillow gifts for each guest coming from the local community and must be sustainable without showing the tour operator's logo and subject to TPB's approval amounting to PhP1, 000 per pax; per module</p> <p>Samples to be submitted within 10 calendar days after issuance of Notice of Award</p>	39 pax (13 pax per module)
	13-15 July 2024	<p>Banners (for group pictorial) and appropriate bus signage, design/specs subject to TPB's approval; per module</p> <p>Specs: Height: 3 ft Length: 7 ft Must include the name of the Project in the print and the TPB logo</p>	


		Name of the Project: MICECON 2024	
	13-15 July 2024	Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant/ 3 TPB copies after the tour module and one (1) external hard drive(subject for approval of TPB), per module	
	13-15 July 2024	Snacks on board, cold towels and drinking water	39 pax (13 pax per module)
	13-15 July 2024	Services of a (1) DOT-accredited Regional Tour Guide per module	39 pax (13 pax per module)
	13-15 July 2024	One (1) coordinator for facilitation of requirement	
	13-15 July 2024	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to Php50,000.00	

ITEM # 6 / ABC	Detailed Requirements		
MEDIA / PRESS CONFERENCE Estimated Budget: PHP 500,000.00	Number of participants: 13 pax (inclusive of TPB representatives)		
	Minimum pax guarantee: 07 pax		
	Indicative Dates: 09-13 July 2024		
	Land Transportation		
	09-13 July 2024	Two (2) vans (2018 model or newer) with driver for 12 hours a day,	13 pax

	maximum of 4 hours overtime (inclusive of gas, parking fees, toll fees, environmental fees and overtime fees and all other fees) for all MICECON 2024 related transfers	
Accommodation		
09-13 July 2024	Twelve (12) single occupancy deluxe in a 3-star hotel or higher (if applicable) for four (4) nights with breakfast and welcome drinks	13 pax
Food and Beverage		
10 July 2024	Food and beverage for the Manila-based and Clark-based Media during the Press Conference amounting to Php 500.00 / pax	50 pax
Other Requirements		
09-13 July 2024	First Aid Kit on board the vehicles with basic medicines: <ul style="list-style-type: none"> ○ antacid for upset stomach, headache ○ antihistamine for allergies, diarrhea, motion sickness, fever ○ pain reliever ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <i>(first aid kit to be given to the TPB coordinator after the event)</i>	13 pax
09-13 July 2024	Incentivized Tour Kit sourced from the local community <ul style="list-style-type: none"> ○ Tumbler ○ Tissue ○ Wipes 	13 pax

		<ul style="list-style-type: none"> ○ 70 ml refillable sanitizer/alcohol spray ○ Face masks ○ Mints ○ Mosquito repellent 	
	09-13 July 2024	Stand-by paramedics at identified locations in coordination with proper offices in Region III; per module	13 pax
	09-13 July 2024	<p>Tokens and destination-based giveaways including 1 welcome gift and 2 pillow gifts for each guest coming from the local community and must be sustainable without showing the tour operator's logo and subject to TPB's approval amounting to PhP1, 000 per pax; per module</p> <p>Samples to be submitted within ten (10) calendar days after issuance of Notice of Award</p>	13 pax
	09-13 July 2024	<p>Banners (for group pictorial) and appropriate bus signage, design/specs subject to TPB's approval</p> <p>Specs: Height: 3 ft Length: 7 ft Must include the name of the Project in the print and the TPB logo</p> <p>Name of the Project: MICECON 2024</p>	
	09-13 July 2024	Snacks on board, cold towels and drinking water	13 pax
	09-13 July 2024	One (1) coordinator for facilitation of the requirement	

	09-13 July 2024	Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP50,000.00.																														
ITEM # 7 / ABC	Detailed Requirements																															
CORPORATE SOCIAL RESPONSIBILITY (CSR) / ACADEMIC COMPETITION / FIRST-TIME ATTENDEES PRIZES / SHIRTS AND GIVEAWAYS Estimated Budget: PHP 750,000.00	<p>Number of participants: 300 pax Minimum pax guarantee: 100 pax Indicative Dates: 10 July 2024</p> <table border="1" data-bbox="508 722 1484 806" style="width: 100%; background-color: #e0f2f7;"> <tr> <td colspan="3" style="text-align: center;">Corporate Social Responsibility (CSR) Giveaways</td> </tr> <tr> <td colspan="3" style="text-align: center;">Estimated Budget: Php 75,000.00</td> </tr> </table> <table border="1" data-bbox="508 806 1484 1791" style="width: 100%;"> <tr> <td data-bbox="508 806 716 1791" style="width: 15%; vertical-align: top;">10 July 2024</td> <td data-bbox="716 806 1289 1791" style="width: 60%; vertical-align: top;"> Printing and production of CSR t-shirts, print and design subject to TPB's approval <ul style="list-style-type: none"> a. Size: large and extra large b. One-sided printing c. Print in white d. Shirt color: blue, red, yellow and green e. Quantity per color <table border="1" data-bbox="721 1129 1284 1671" style="width: 100%; text-align: center;"> <thead> <tr> <th data-bbox="721 1129 906 1213" rowspan="2">Color / Size</th> <th colspan="2" data-bbox="906 1129 1284 1213">Quantity</th> </tr> <tr> <th data-bbox="906 1213 1092 1304">Large</th> <th data-bbox="1092 1213 1284 1304">Extra Large</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 1304 906 1373">Blue</td> <td data-bbox="906 1304 1092 1373">20</td> <td data-bbox="1092 1304 1284 1373">15</td> </tr> <tr> <td data-bbox="721 1373 906 1442">Red</td> <td data-bbox="906 1373 1092 1442">20</td> <td data-bbox="1092 1373 1284 1442">20</td> </tr> <tr> <td data-bbox="721 1442 906 1512">Yellow</td> <td data-bbox="906 1442 1092 1512">25</td> <td data-bbox="1092 1442 1284 1512">15</td> </tr> <tr> <td data-bbox="721 1512 906 1581">Green</td> <td data-bbox="906 1512 1092 1581">20</td> <td data-bbox="1092 1512 1284 1581">15</td> </tr> <tr> <td data-bbox="721 1581 906 1671">Total</td> <td colspan="2" data-bbox="906 1581 1284 1671">150</td> </tr> </tbody> </table> <ul style="list-style-type: none"> f. Material preference: original - CVC g. Printing process: rubberized, heat </td> <td data-bbox="1289 806 1484 1791" style="width: 25%; vertical-align: top; text-align: center;">150</td> </tr> </table>			Corporate Social Responsibility (CSR) Giveaways			Estimated Budget: Php 75,000.00			10 July 2024	Printing and production of CSR t-shirts, print and design subject to TPB's approval <ul style="list-style-type: none"> a. Size: large and extra large b. One-sided printing c. Print in white d. Shirt color: blue, red, yellow and green e. Quantity per color <table border="1" data-bbox="721 1129 1284 1671" style="width: 100%; text-align: center;"> <thead> <tr> <th data-bbox="721 1129 906 1213" rowspan="2">Color / Size</th> <th colspan="2" data-bbox="906 1129 1284 1213">Quantity</th> </tr> <tr> <th data-bbox="906 1213 1092 1304">Large</th> <th data-bbox="1092 1213 1284 1304">Extra Large</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 1304 906 1373">Blue</td> <td data-bbox="906 1304 1092 1373">20</td> <td data-bbox="1092 1304 1284 1373">15</td> </tr> <tr> <td data-bbox="721 1373 906 1442">Red</td> <td data-bbox="906 1373 1092 1442">20</td> <td data-bbox="1092 1373 1284 1442">20</td> </tr> <tr> <td data-bbox="721 1442 906 1512">Yellow</td> <td data-bbox="906 1442 1092 1512">25</td> <td data-bbox="1092 1442 1284 1512">15</td> </tr> <tr> <td data-bbox="721 1512 906 1581">Green</td> <td data-bbox="906 1512 1092 1581">20</td> <td data-bbox="1092 1512 1284 1581">15</td> </tr> <tr> <td data-bbox="721 1581 906 1671">Total</td> <td colspan="2" data-bbox="906 1581 1284 1671">150</td> </tr> </tbody> </table> <ul style="list-style-type: none"> f. Material preference: original - CVC g. Printing process: rubberized, heat 	Color / Size	Quantity		Large	Extra Large	Blue	20	15	Red	20	20	Yellow	25	15	Green	20	15	Total	150		150
Corporate Social Responsibility (CSR) Giveaways																																
Estimated Budget: Php 75,000.00																																
10 July 2024	Printing and production of CSR t-shirts, print and design subject to TPB's approval <ul style="list-style-type: none"> a. Size: large and extra large b. One-sided printing c. Print in white d. Shirt color: blue, red, yellow and green e. Quantity per color <table border="1" data-bbox="721 1129 1284 1671" style="width: 100%; text-align: center;"> <thead> <tr> <th data-bbox="721 1129 906 1213" rowspan="2">Color / Size</th> <th colspan="2" data-bbox="906 1129 1284 1213">Quantity</th> </tr> <tr> <th data-bbox="906 1213 1092 1304">Large</th> <th data-bbox="1092 1213 1284 1304">Extra Large</th> </tr> </thead> <tbody> <tr> <td data-bbox="721 1304 906 1373">Blue</td> <td data-bbox="906 1304 1092 1373">20</td> <td data-bbox="1092 1304 1284 1373">15</td> </tr> <tr> <td data-bbox="721 1373 906 1442">Red</td> <td data-bbox="906 1373 1092 1442">20</td> <td data-bbox="1092 1373 1284 1442">20</td> </tr> <tr> <td data-bbox="721 1442 906 1512">Yellow</td> <td data-bbox="906 1442 1092 1512">25</td> <td data-bbox="1092 1442 1284 1512">15</td> </tr> <tr> <td data-bbox="721 1512 906 1581">Green</td> <td data-bbox="906 1512 1092 1581">20</td> <td data-bbox="1092 1512 1284 1581">15</td> </tr> <tr> <td data-bbox="721 1581 906 1671">Total</td> <td colspan="2" data-bbox="906 1581 1284 1671">150</td> </tr> </tbody> </table> <ul style="list-style-type: none"> f. Material preference: original - CVC g. Printing process: rubberized, heat 	Color / Size	Quantity		Large	Extra Large	Blue	20	15	Red	20	20	Yellow	25	15	Green	20	15	Total	150		150										
Color / Size	Quantity																															
	Large	Extra Large																														
Blue	20	15																														
Red	20	20																														
Yellow	25	15																														
Green	20	15																														
Total	150																															

		<p>press, sublimation or digital silkscreen</p> <p>h. Design layout: Colors: Clark Colors (Blue, Red, Yellow, Green) Sizes: Large-XL Print: Digital or Silkscreen Note: Love the Philippines print should be 3 inches below the shirts' neckline</p>  <p>i. Submit the following samples upon bid submission: 1) a sample of actual shirt swatches; and 2) produced existing t-shirt similar to TPB's requirement</p> <p>j. Delivery schedule: 1st week of July 2024</p>	
	10 July 2024	<p>CSR Safety Kits</p> <ol style="list-style-type: none"> Tissue Wipes 70 ml refillable sanitizer/alcohol spray Mosquito repellent (travel size) SPF40 lotion (travel size) Mint candies <p>Delivery schedule: 1st week of July 2024</p>	150 pax
<p>First-Time Attendees Programme Estimated Budget: Php 75,000.00</p>			
	10 July 2024	<p>First-Time Attendees Programme Props and Prizes</p> <ol style="list-style-type: none"> Apron with front pocket 	100 pax

Front pocket with MICECON 2024 logo (in white)
Material: Canvass
Colors: 10 various colors
Quantity per color: 11 pcs per color (total of 110 pcs)



2. Prizes

2.1. Ten (10) pcs of mini capiz lanterns (plain) worth P1,500.00 each in elegant packaging with MICECON 2024 compliments card

2.2. Ten (10) sets of Kapampangan assorted nuts and pastries worth P1,000.00 each in elegant packaging with MICECON 2024 compliments card


2.3 Ten (10) pcs of San Nicolas cookies and/or Kapampangan chicharon worth P500.00 each in elegant packaging with MICECON 2024 compliments card

Delivery schedule: 1st week of July 2024

Academic Competition Estimated Budget: Php 500,000.00	
10 July 2024	<p>CHAMPION (Group Award)</p> <ul style="list-style-type: none"> ● Trophy / plaque - 1 pc. <i>*Preferably ready-made and handcrafted, at least 7”H, with printing of event name and placement</i> <i>*Sample: Mini gong with wooden stand & mother of pearl inlay</i> ● Framed certificate for each member - 5 pcs. <i>*In glass / resin case / frame which can support an A4 certification with extra 1 - 2 inches margin</i> ● Prize worth Php 50,000.00 <p>1ST RUNNER UP (Group Award)</p> <ul style="list-style-type: none"> ● Trophy / plaque - 1 pc. <i>*Preferably ready-made and handcrafted, at least 7”H, with printing of event name and placement</i> <i>*Sample: Mini gong with wooden stand & mother of pearl inlay</i> ● Framed certificate for each member - 5 pcs. <i>*In glass / resin case / frame which can support an A4 certification with extra 1 - 2 inches margin</i> ● Prize worth Php 30,000.00 <p>2ND RUNNER UP (Group Award)</p> <ul style="list-style-type: none"> ● Trophy / plaque - 1 pc. <i>*Preferably ready-made and handcrafted, at least 7”H, with printing of event name and placement</i> <i>*Sample: Mini gong with wooden stand & mother of pearl inlay</i> ● Framed certificate for each member - 5 pcs.

		<p><i>*In glass / resin case / frame which can support an A4 certification with extra 1 - 2 inches margin</i></p> <ul style="list-style-type: none"> ● Prize worth PhP 20,000.00 <p>SPECIAL Awards</p> <p>Fresh Idea Award (Group Award)</p> <ul style="list-style-type: none"> ● Framed certificate for the team - 1 pc. <p><i>*Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award</i></p> <ul style="list-style-type: none"> ● Prize worth PhP 5,000.00 <p>Best Themed Attire (Group Award)</p> <ul style="list-style-type: none"> ● Framed certificate for the team - 1 pc. <p><i>*Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award</i></p> <ul style="list-style-type: none"> ● Prize worth PhP 5,000.00 <p>Best Pitch (Group Award)</p> <ul style="list-style-type: none"> ● Framed certificate for the team - 1 pc. <p><i>*Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award</i></p> <ul style="list-style-type: none"> ● Prize worth PhP 5,000.00 <p>Most Valuable Presenter (Individual Award)</p> <ul style="list-style-type: none"> ● Framed certificate for the individual - 1 pc. <p><i>*Framed with glass, t'nalak / native weave border, ethnic design, at least 10"x14", with printing of event name and award</i></p> <ul style="list-style-type: none"> ● Prize worth PhP 5,000.00 <p><i>*Framed certificates and trophies</i></p>	
--	--	--	--

		<p>estimated at Php 2,000.00 each *With printed / engraved customized PMYC / MICECON logo *Supplier to submit proposed items / designs</p> <ul style="list-style-type: none"> ● Certificate paper, printing / engraving, frames, supplies, misc. amounting to PhP 10,000.00 ● Lunch for 30 pax amounting to PhP 1,500 per head (nearest hotel to SMX) ● PM snacks for 30 pax amounting to PhP 500 per head (SMX) <p>Delivery schedule of framed certificates and plaques: 1st - 2nd week of July 2024</p>	
<p>Pre-Conference Giveaways Estimated Budget: Php 100,000.00</p>			
		<ol style="list-style-type: none"> 1. Notebook insert 144 pages <ol style="list-style-type: none"> a. Size: 5.5" x 8.25" (folded) 11" x 8.25" (spread) b. Quantity: 150 pcs c. Stock: Foldcote Cal. 15 - cover Cream book 80 gsm d. Print: FC + matt lamination x) - cover (front cover 1-2 design) : one color both sides - inside pages e. Pages: 144 inside pages plus cover f. Binding: Smythe-sewn with perfect binding g. Others: layout to be supplied by TPB h. Actual sample paper to be submitted together with the bid 2. Standard Size Notebook Cover 	

		<p>a. Color: Assorted b. Quantity: 150 pcs c. Dimensions: 6.5" x 8.75" (folded) 13" x 8.75" (spread) d. Material: Woven by any indigenous community from Luzon e. Specifications: includes company logo print inside cover and garter f. Kraft paper packaging with 1 diameter hole on one side; with natural jute twine ribbon g. TPB logo to be supplied by TPB</p>  <p>Delivery schedule: 1st week of July 2024</p>	
Other Requirements			
	10 July 2024	One (1) coordinator for the facilitation of the requirement	

IV. Project Implementation Schedule

ITEM	PARTICULARS	DATES
1	Transportation – Actual Conference	26 June – 17 July 2024
	Post Conference Focused Educational Seminar	28-30 August 2024
2	Speaker’s Accommodation (Manila) and Welcome Dinner	● Speakers’ Accommodation in Manila – 07-09 July 2024

		<ul style="list-style-type: none"> Welcome Dinner (Clark) – 09 July 2024
3	Pre-Conference Activities	10 July 2024
4	Actual Conference – TPB Secretariat and DOT/TPB Officials and Board of Directors (Accommodation, Meals, and Meetings)	08-14 July 2024
5	Post Tour Program A. Foreign Speakers Tour	13-15 July 2024
	Post Tour Program B. Local MICE Organizers Familiarization Trip	13-15 July 2024
6	Media/ Press Conference	09-13 July 2024
7	Academic Competition / First Time Attendees Prizes / Corporate Social Responsibility (CSR) Shirts and Giveaways	10 July 2024

V.ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.
3. Tour activities and/or schedules/dates may still be changed based on recommendations on the Tourism Promotions Board and the DOT Regional Office
4. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost.

VI. QUALIFICATIONS OF BIDDER

1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws.
2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.
3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

VII.APPROVED BUDGET FOR THE CONTRACT (ABC)

The total approved budget for the whole lot (7 items) is **FIVE MILLION SEVEN HUNDRED EIGHTEEN THOUSAND ONE HUNDRED PESOS ONLY (PhP5,718,100.00)** inclusive of all applicable taxes and fees.

For appreciation, the proposed budget breakdown is as stated (please see first column of the table above) but may be subject to adjustment as may be deemed beneficial by the TPB management to its campaigns.

VIII.TERMS OF PAYMENT

Send the bill / Statement of Account to the Tourism Promotions Board after the completion of services per ITEM as indicated. The bidders are encouraged to have a Land Bank of the Philippines account. Payment will be made through LBP bank deposit or check. Otherwise, bank charges will be shouldered by the service provider.

IX. CONTRACT DURATION

The contract shall commence from the issuance of the Notice to Proceed (NTP) until full/completion of the delivery of requirements.

X.CONTACT INFORMATION

For this requirement, you may contact the assigned Project Officer, **Mr. Dan Joseph B. Ferrolino** through his email at dan_ferrolino@tpb.gov.ph .