

TECHNICAL SPECIFICATIONS

SERVICES OF A TOUR OPERATOR FOR THE PHILIPPINE MICECON 2024 SITE INSPECTIONS, PRE-CONFERENCE TECHNICAL AND COORDINATION MEETINGS

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, which 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 and 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 developments, 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 for the provision of the following requirements which shall be opened for small value procurement based on the requirements below:

REQUIREMENTS

Number of participants: 36 pax (12pax per trip)

Minimum pax guarantee: 10 pax per trip

Land Transportation

Two (2) vans (2018 model or newer) with driver (inclusive of gas, parking fees, toll fees, environmental fees, and overtime fees) for transfers from Manila to Clark and vice versa, and all transfers related to the Site Inspection and Technical/Coordination Meeting for MICECON 2024

36 pax (12 pax per trip)

Pick up: Legaspi Towers 300

Drop-off: Clark Visitor Center; or in other meeting venue in Clark

Food and Beverage

Two (2) incentivized luncheons with ambient entertainment per trip amounting to PhP1,500.00 per pax

36 pax (12 pax per trip)

Provision of two (2) AM and two (2) PM snacks amounting to PhP150 per pax/meal.

36 pax (12 pax per trip)

One (1) incentivized dinner with ambient entertainment per trip amounting to PhP1,500.00 per pax

36 pax (12 pax per trip)

Accommodation

-Room Accommodation in a 3-star hotel or higher (if available) per trip
-Six (6) rooms in the deluxe category (if applicable/available) or its equivalent for two (2) nights based on double occupancy with breakfast per trip.

36 pax (12 pax per trip)

Other Requirements

First Aid Kit on board the vehicles with basic medicines:

- antacid for upset stomach, headache
- antihistamine for allergies, diarrhea, motion sickness, fever
- pain reliever
- povidone-iodine
- band-aids
- gauze pads
- surgical tape
- scissors

(first aid kit to be given to the TPB coordinator after the event)

36 pax (12 pax per trip)

Provision for on-site related expenses, incidental and other miscellaneous expenses as the need arises subject to TPB's approval amounting to PhP20,000.00.	36 pax (12 pax per trip)
One (1) coordinator to join per trip for facilitation of requirements	36 pax (12 pax per trip)
<ul style="list-style-type: none"> • Assistance in preparing/ securing entry documents, as necessary. • 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. • Tour activities and/or schedules/dates may still be changed based on recommendations from the Tourism Promotions Board. 	

IV. PROJECT IMPLEMENTATION SCHEDULE

Indicative Dates:

1st Trip – **28-29 June 2024**

2nd Trip – **2-3 July 2024**

3rd Trip – **5-6 July 2024**

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be a Filipino-owned, operated and legally registered company/ events venue/hotel under Philippine laws for at least 5 years;
2. Preferably handled tours and/or social functions. Submit a list of at least 5 completed tours/projects.
3. 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. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **NINE HUNDRED THREE THOUSAND PESOS ONLY (PhP903,000.00)** inclusive of all applicable taxes and fees.

VII.TERMS OF PAYMENT

Send the bill arrangement / Statement of Account to the Tourism Promotions Board after the completion of services per lot as indicated. The bidders are encouraged to have a Land Bank of the Philippines account. Payment will be made through an LBP bank deposit or check. Otherwise, bank charges will be shouldered by the service provider. Payment will be made within 30 days upon receipt of the Statement of Account/billing.

VIII.CONTRACT DURATION

One time engagement and shall commence from the acceptance of the Notice to Proceed (NTP).

IX. PROJECT OFFICERS CONTACT INFORMATION

MR. DAN JOSEPH FERROLINO

dan_ferrolino@tpb.gov.ph