

TECHNICAL SPECIFICATIONS
SERVICE PROVIDER FOR THE LOGISTICAL REQUIREMENTS OF THE 2024 PHITEX PEPTALK SPEAKERS
02 – 06 September 2024

I. BACKGROUND

PHITEX stands as the country's foremost government-organized travel trade event, with a legacy dating back to its establishment in 1996. The event attracts esteemed qualified buyers from around the globe, affording them the opportunity to engage in meaningful table-top business appointments with distinguished Philippine sellers. Moreover, it enables participants to experience the allure of various Philippine tourism destinations through pre and post event tours, all with the overarching goal of bolstering tourist arrivals in our beloved nation.

Over the years, PHITEX has emerged as a pivotal annual marketing occasion that strengthens the Philippines' brand image and fosters a spirit of collaboration among participants in promoting affordable and competitive tourism packages.

A major component of PHITEX is the PHITEX Educational Program (PEP) Talk which precludes the TRAVEX and offers talks and discussions relevant and vital to the travel and hospitality industry. The theme for this year's PEP Talk is "*Journey Together: Collaboration for Tourism Innovation*". It has three subtopics for its breakout sessions namely:

Topic 1: All Together Now: Innovative Collaboration in the Tourism Industry

Topic 2: The Circular Economy: Engagement and Empowerment

Topic 3: Love Myself, Love the Philippines

Topic 4: Positioning the Philippines as one of Asia's most LGBTQIA+ friendly destinations

Topic 5: Market Updates

PEP Talk participants include the approved PHITEX sellers, students from various universities in Metro Manila, officers of DOT attached agencies and regional offices, local government units and members of tourism associations in the Philippines.

II. OBJECTIVES

- Communicate to the global market that tourism in the Philippines is safe and flourishing with its new and improved product offerings;
- Deliver updated trends relating to the Collaboration in the Tourism Industry;
- Invite at least 300 attendees to the educational seminars.
- Provide speakers with a deep understanding of Manila's rich history, culture, and heritage.
- Highlight Manila as a prime destination for future events, encouraging repeat visits and potential business opportunities.

III. SCOPE OF WORK/SERVICES

The TPB shall procure the following requirements:

Participants

- Five (5) PHITEX Educational Program Speakers

Transportation

- **Air Ticket**

- One (1) business class round trip international airline ticket inclusive of all applicable taxes and surcharge fees with 20kg baggage allowance
- Arrival: 02 September 2024
Departure: 06 September 2024
- MNL – SG – MNL
- Must be rebookable, reroutable, and refundable
- **Land Transportation for the Whole Duration of the Trip**
 - One (1) 10-seater van with driver. The vehicle must be at least 2018 or newer model
 - Vehicle must be equipped with:
 - a. Climate control or air-conditioning, PA system, and dashcam (front and back)
 - b. Safety belts for all seats
 - c. GPS or Waze and charge units for phones
- Must be a DOT-accredited and/or PATTO-accredited vehicle
- Inclusive of all necessary expenses including driver's fee, as well as his food, and other 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.
- Should the vehicle develop any mechanical fault in transit, the tour operator must find a replacement within one hour.

Travel Insurance

- Comprehensive travel insurance for one (1) pax (for Ms. Liz Orteguerra)

Accommodation

- c/o of PHITEX organizer / TPB

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 five (5) pax for the whole duration of the trip.
 - Lunch @ PHP 2,500/pax/day on 04 – 05 September for 2pax
 - Dinner @ PHP 2,500/pax/day on 02 – 03 September for 5 pax, on 04 September for 2 pax, and on 05 September for 1 pax
 - Snacks @ P300/pax/day on 02 September for 5 pax, on 04 September for 2 pax, and on 05 September for 1 pax
- Meals are subject to the approval of the TPB representative. The budget per meal should be reflected in the bidder's financial proposal.
- If a plated meal, there should be at least 3 viands.
- Ensure provision of dietary requirements.

Tours and Activities

- Provision of Incentivized, interactive, and experiential tours and activities for five (5) pax (please refer to the itinerary of the group)
- Inclusive of all entrance, environmental, gears, and other applicable fees
- 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.
- Tours, activities, and dates are subject to change based on recommendations of TPB, DOT Foreign offices, and Regional Offices.

Tour Kits

- Provision of incentivized sustainable tour kits for five (5) pax

- Tour Kits must be placed in reusable drawstring bags, cacha bags, or in sustainable packaging and must include the following:
 - 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% ethyl alcohol in a spray bottle
 - Mints
 - Sunblock
 - Disposable hooded emergency raincoat
 - One (1) sun visor/hat
- Provide labels and descriptions (for what illness) for the medicine set

Tour Guide

- One (1) licensed DOT-Accredited English-speaking tour guide. The tour guide must:
 - Have handled at least (1) foreign/local tour group.
 - 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.

Photographer and Tour Coordinator

- Provision of one (1) photographer to cover the tour and to provide a consolidated output of raw photos stored in a USB drive and via Google drive to be submitted to the TPB representative together with the Statement of Account (SOA) (subject to the approval of the TPB Project Officer)
- Provision of 1 tour coordinator with at least three (3) years of 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 together with the technical bid proposal.

Incidental and Other Miscellaneous Expenses

- Provision for emergency expenses worth PhP20,000.00. (based on actual expenses)
- Provision of budget amounting to at least PhP30,000.00 to cover miscellaneous expenses such as:
 - first aid kit for the group, to include at least 6 pcs. of the following medicines: Antacid for upset stomach, Paracetamol for headache and fever, Antihistamine for allergies, Loperamide for diarrhea, Meclizine hydrochloride for motion sickness, and Ibuprofen for pain reliever.
 - plaques for speakers (10 pcs to include pre-PEPTALK market updates by Tourism Attache) (design and item to be printed in the plaque will be provided by TPB)

General Inclusions/ Other Terms and Conditions

- Must be willing to respond to immediate/unforeseen changes in the specifications.
- Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements.

IV. EVENT IMPLEMENTATION SCHEDULE

- 02 – 06 September 2024

V. QUALIFICATION OF BIDDERS

- Must be Filipino owned, operated, and legally registered tour services company under Philippine laws; Must be engaged in the business as a travel and tour operator for at least three (3) years from the date of the opening of bids with experience and expertise in inbound (domestic) travel, providing

logistical requirements, tour operator services for tours, events, and the likes with foreign participants;

- 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);
- Must have a professional track record in handling international groups in the last three (3) years and handled at least three (3) similar projects.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED FORTY THOUSAND PESOS ONLY (Php540,000.00)** inclusive of all taxes and fees.

VII. TERMS OF PAYMENT

Payment will be on a send-bill arrangement based on the actual number of participants and costs incurred. Any TPB-initiated sponsorship requests (hosted/discounted) shall be deducted from the actual billing amount. Thus, the supplier will bill TPB based on the actual cost.

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.

Please send the billing statement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the completion of services.

MARIVIC M. SEVILLA

Project Director, PHITEX 2024 and
Acting Head, International Promotions Department
6/F, Five E-Com Center, Harbor Drive
Mall of Asia Complex, Pasay City, 1300 Philippines

The supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICER'S CONTACT INFORMATION

Name : **MS. GEMMA ISIC**
Email : gemma_isic@tpb.gov.ph