

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS: SERVICES OF A TOUR OPERATOR FOR THE TPB'S PARTICIPATION  
IN THE 35TH PHILIPPINE TRAVEL MART (PTM)**

**Quotation No. TPB-PR. 2024-08-203**

**[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification]**

ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE (COMPLY/NOT COMPLY)																			
1	<p>SCOPE OF WORK/ SERVICES</p> <p>A. Accommodation</p> <ul style="list-style-type: none"> <li>Provide hotel accommodation (3 triple-sharing and 1 twin-sharing) inclusive of daily breakfast on the following dates:</li> </ul> <table border="1" data-bbox="263 1137 1062 1816"> <thead> <tr> <th data-bbox="263 1137 531 1294"></th> <th data-bbox="531 1137 775 1294">Hotel must be located</th> <th data-bbox="775 1137 1062 1294">Number of Rooms <i>(3 Triple-Sharing and 1 Twin-Sharing per Day)</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="263 1294 531 1339">Dates</td> <td data-bbox="531 1294 775 1816" rowspan="6">Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i></td> <td data-bbox="775 1294 1062 1339"></td> </tr> <tr> <td data-bbox="263 1339 531 1451">Check-in: 05 September 2024</td> <td data-bbox="775 1339 1062 1451">4</td> </tr> <tr> <td data-bbox="263 1451 531 1541">06 September 2024</td> <td data-bbox="775 1451 1062 1541">4</td> </tr> <tr> <td data-bbox="263 1541 531 1630">07 September 2024</td> <td data-bbox="775 1541 1062 1630">4</td> </tr> <tr> <td data-bbox="263 1630 531 1720">08 September 2024</td> <td data-bbox="775 1630 1062 1720">4</td> </tr> <tr> <td data-bbox="263 1720 531 1816">09 September 2024</td> <td data-bbox="775 1720 1062 1816">Check-out</td> </tr> <tr> <td colspan="2" data-bbox="263 1816 531 1816"><b>Total Room Nights</b></td> <td data-bbox="775 1816 1062 1816"><b>16</b></td> </tr> </tbody> </table>		Hotel must be located	Number of Rooms <i>(3 Triple-Sharing and 1 Twin-Sharing per Day)</i>	Dates	Within SM MOA Compound <i>*Business-scale accommodation with complete basic room amenities (daily water, towel, toiletries)</i>		Check-in: 05 September 2024	4	06 September 2024	4	07 September 2024	4	08 September 2024	4	09 September 2024	Check-out	<b>Total Room Nights</b>		<b>16</b>	
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2	<ul style="list-style-type: none"> <li>• Dates are subject to change.</li> <li>• Accommodation establishment must be accredited by the Department of Tourism</li> <li>• Total cost of accommodation should be based on actual room expenses.</li> <li>• Secured sponsorships or discounted rates should be deducted from the total expense.</li> <li>• Provision of care kit during the inclusive stay dates, and adhere to the health and safety guidelines issued by the Department of Trade and Industry (DTI), Department of Health (DOH), and as well as the guidelines set by the respective LGU of which it operates in.</li> </ul>											
3	<p>B. Land Transportation</p> <table border="1" data-bbox="304 831 1126 1263"> <thead> <tr> <th data-bbox="304 831 624 909">Date</th> <th data-bbox="624 831 987 909">Route</th> <th data-bbox="987 831 1126 909">Number of Units</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 909 624 949">05 September 2024</td> <td data-bbox="624 909 987 1263" rowspan="5">           TPB office – SMX and vice versa; within Metro Manila, as necessary             *May include residential pick up and drop off of TPB personnel within Metro Manila         </td> <td data-bbox="987 909 1126 1263" rowspan="5">1</td> </tr> <tr> <td data-bbox="304 949 624 990">06 September 2024</td> </tr> <tr> <td data-bbox="304 990 624 1030">07 September 2024</td> </tr> <tr> <td data-bbox="304 1030 624 1070">08 September 2024</td> </tr> <tr> <td data-bbox="304 1070 624 1263">09 September 2024</td> </tr> </tbody> </table>	Date	Route	Number of Units	05 September 2024	TPB office – SMX and vice versa; within Metro Manila, as necessary  *May include residential pick up and drop off of TPB personnel within Metro Manila	1	06 September 2024	07 September 2024	08 September 2024	09 September 2024	
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4	<ul style="list-style-type: none"> <li>• Dates are subject to change.</li> <li>• Van unit year model must be at least 2019 or not more than 5-years old; all maintenance cost, gasoline, lubricant, other consumable cost and other related expenses will be covered by the tour operator, including payment of toll fees and parking fees. Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one hour. Minimum engine displacement at least 2.5 to 3.5L.</li> <li>• Maximum use of 18 hours per day inclusive of overtime and driver’s fee and overtime.</li> <li>• Includes third-party liability insurance.</li> <li>• Cover all expenses to include driver’s fee as well as his food, accommodation, and other miscellaneous fees.</li> <li>• With daily provision of wet tissues, alcohol, mineral water, mint.</li> <li>• Vehicle must be clean and disinfected daily</li> <li>• First Aid kit and umbrella on board.</li> </ul>											

	<ul style="list-style-type: none"> <li>• Equipped with GPS or Waze.</li> <li>• Driver should have strong navigation skills, uniformed, presentable and well-trained.</li> <li>• Itinerary to be sent (subject to change without prior notice).</li> </ul>	
5	<p><b>c. <u>Catering Services</u></b></p> <ul style="list-style-type: none"> <li>• Provide Catering Services for 30 persons (lunch and PM snacks) during the opening of the event (06 September 2024).</li> <li>• For lunch: to include one (1) vegetable dish, two (3) meat dishes (chicken/pork,/beef/vegetables), soup, rice, dessert and beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box</li> <li>• For PM snacks: must be savory snacks ex. pasta, sandwich with beverage (soft drinks/juice) packed in a decent biodegradable/ reusable bento box</li> <li>• Free flowing coffee, tea, and water (hot and cold) throughout the opening day.</li> <li>• Complete dining set-up.</li> <li>• Able to provide microwave, table and chairs with linen cover.</li> <li>• Uniformed staff.</li> <li>• Should be SMX-accredited caterer.</li> <li>• Meals to be selected and approved by the TPB.</li> </ul>	
6	<p><b>D. Full-board Meals</b></p> <ul style="list-style-type: none"> <li>• Provide dinner for 15 persons on 06 September 2024.</li> <li>• Provide full-board meals (AM Snacks, Lunch, PM Snacks, Dinner) for 15 persons for 2 days (07 and 08 September 2024).</li> </ul>	
7	<p><b>E. Communications Allowance</b></p> <ul style="list-style-type: none"> <li>• Provide prepaid load for use of the TPB staff within the duration of the event at a maximum aggregated cost of PHP3,000.00</li> </ul>	
8	<p><b>F. Printing/Production of TPB Pull-up banners</b></p> <p>Quantity : 3 pcs  Size : 2.76ft width x 6.5ft height  Color Requirement : Full color prints</p>	

Material Composition : Aluminum with pull-up mechanism  
 Tarpaulin Material : 12 oz  
 Printing Process : Digital  
 Packaging : Individually packed in a cylinder bag with strap/carrier bag  
 Other requirements : Should have sturdy base and clip rail with 2 twist- out pole for assembly  
 Print turnaround : On or before 04 September 2024. Final artwork to be submitted by the TPB.

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**G. Documentation**

- Provide a documentation team to cover the duration of the event, to include photo and video coverage for 3 days with the following schedule:

Date	Schedule
06 September 2024	8AM – 2PM To cover the event’s opening program, TPB and DOT booth
07 September 2024	2PM – 6PM To cover TPB booth and onstage activities
08 September 2024	2PM – 7PM To cover TPB booth and onstage activities, and event closing

- The documentation team should have the following output:
  - ✓ 100 color-enhanced photos per day
  - ✓ 1-1.5 minutes of event highlight video of the 3-day event
  - ✓ Submission of raw videos and photos; Must be submitted in a hard drive
- The documentation team should be composed of 1 videographer and 1 photographer

10	<p>H. Collaterals</p> <ul style="list-style-type: none"> <li>• Provide 110 pieces of LTP-personalized bucket hat for prizes to be given away during games and activation activities in the event. Final artwork to be submitted by the TPB.</li> </ul>	
11	<p><b>I. Onsite-related Purchases</b></p> <ul style="list-style-type: none"> <li>• Provide a maximum aggregate amount of PHP42,000.00 for expenses for pre/during/post-event meetings of TPB personnel to be deployed in PTM, meetings with LGUs/DOT regions and other stakeholders, meals of the team during the ingress, onsite supplies, featured delicacies for sampling/tasting for the general public and booth VIP lounge area and other miscellaneous expenses.</li> </ul>	
12	<p><b>ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Must have previously completed a minimum of 3 projects for the past 3 years in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, Institutions or Organizations. Required to submit a list of completed projects from 2021-2024.</li> <li>• Must be DOT-accredited tourism establishment. <b>Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.</b></li> </ul>	
13	<p><b>PROJECT IMPLEMENTATION SCHEDULE</b></p> <p>35th Philippine Travel Mart (PTM) 05 – 09 September 2023 (<i>indicative date</i>)</p>	
14	<p><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b></p> <p>The ABC is <b>FOUR HUNDRED THOUSAND PESOS ONLY (PHP400,000.00)</b> inclusive of applicable taxes and fees.</p>	
15	<p><b>TERMS OF PAYMENT</b></p>	

	<p>Send bill arrangement to the TPB after the full completion of requirements. One- time engagement and payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.</p> <p>Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.</p>	
16	<p><b>CONTRACT DURATION</b> The Contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	
17	<p>Must submit the following Documents:</p> <ol style="list-style-type: none"> <li>1. Accomplished Statement of Compliance to the Technical Specifications</li> <li>2. Mayor's / Business Permit</li> <li>3. PhilGEPS Registration Certificate</li> <li>4. Income / Business Tax Return</li> <li>5. Notarized Omnibus Sworn Statement</li> <li>6. Company Profile</li> <li>7. SEC / DTI Certificate</li> <li>8. Department of Tourism Accreditation Certificate or provisional accreditation certificate.</li> </ol>	

I hereby certify to comply and deliver all of the above requirements.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Date