

**STATEMENT OF COMPLIANCE TO THE TECHNICAL SPECIFICATIONS**

**REQUIREMENTS: Services of Tour Operator for Cultural Tour of the Foreign Delegates of Pacific Region Investment Conference.**

**Quotation No. TPB-PR. 2024-09-259**

**[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	Event	HALF DAY CITY TOUR (CULTURAL TOUR)	
	Indicative Date	22 NOVEMBER 2024, FRIDAY	
	Proposed Destinations	<ul style="list-style-type: none"> <li>• Fort Santiago</li> <li>• Rizal Monument and Museo</li> <li>• Baluarte de San Diego</li> <li>• Teatro Intramuros or Centro de Turismo</li> <li>• Destileria Limtuaco</li> </ul>	
	Audience Profile	Foreign delegates mostly from Pacific region	
	Number of Participants	Maximum : 50 pax Minimum Guarantee : 25 pax	
	Snacks	Filipino – Spanish menu	
	Lunch Venue	La Cathedral Café or Patio de Conchita	
2	<b>SCOPE OF WORK / SERVICES</b>  <b>A. Transportation</b> <ul style="list-style-type: none"> <li>• Provide one (1) unit of air-conditioned bus vehicles for 50 pax</li> <li>• Preferably, vehicles must be new, or not older than three years, subject to the approval of the TPB.</li> <li>• Provide professional and licensed driver with good personality and well groomed.</li> <li>• Proposal must cover cost of gasoline expenses, tolls and parking fees, meals of drivers.</li> </ul>		

3	<p>B. Tour Guide/s</p> <ul style="list-style-type: none"> <li>• Provide at least two (2) duly licensed and/or DOT- accredited tours guides and preferably from a known/reputable organization that provides tour guide.</li> <li>• Fluent and conversant in English and well-versed in Philippine history, culture, tradition, art as well as current events.</li> <li>• Must have at least 3 years-experience of tour guiding of foreign participants.</li> </ul> <p>Tour Operator must submit the following documents of the Tour Guide five (5) days after receipt of Notice of Award (NOA):</p> <ol style="list-style-type: none"> <li>1. Proof of Accreditation from DOT</li> <li>2. Proof of membership in associations of tour guides</li> <li>3. Resume and list of groups handled for the last three years</li> </ol>	
4	<p>C. Tour Coordinator</p> <p>Must have at least 3 years-experience of coordinating tour groups with foreign delegates. (Submit resume of tour coordinator including the list of groups handled, five (5) days after receipt of Notice of Award).</p>	
5	<p>D.Snacks</p> <p>Provide snacks, featuring Filipino and Spanish dishes. Venue must be within Intramuros and provides in-house local entertainment Cost Estimate per pax is P1,000.</p>	
6	<p>E.Travel / Amenity Kits</p> <p>Provide amenities in a small sustainable pouch or bags containing wet and dry tissues, candies, bottled water and anahaw fan</p>	
7	<p>F. Banner</p> <p>Provide one (1) full color banner of 72x36 inches. Design to be provided by TPB.</p>	
8	<p>G. Insurance</p> <p>Provide appropriate general insurance coverage for passengers.</p>	
9	<p>H. Miscellaneous Expense</p> <p>Must allocate an amount of P25,000.00 for ground/entrance fees, other onsite and contingency expenses</p>	
10	<p>I. Other Requirements</p> <ul style="list-style-type: none"> <li>• Tour Operator may propose/modify the itinerary as deemed fit for the group and in consideration of time, subject to TPB approval.</li> <li>• Provide onboard the vehicle, First Aid Kit with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>• Provide umbrellas.</li> <li>• Provision of assisted-listening system (wireless tour guide audio system) is an advantage.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Compilation of photos (in .jpeg format) of the tour in digital format to be sent via email to the TPB.</li> </ul>	
11	<p>PROJECT IMPLEMENTATION SCHEDULE (Indicative Date)</p> <p>Indicative date of tour is on 22 November 2024, Friday, 1:00 - 5:00 PM</p>	
12	<p>ADDITIONAL TECHNICAL REQUIREMENTS</p> <p>The Tour Operator:</p> <ol style="list-style-type: none"> <li>1. Must be a Filipino owned, operated and legally registered Travel and Tour Operator under Philippine laws. (Provide copy of current Mayor's or Business Permit)</li> <li>2. Must be a DOT-accredited tour operator. (Provide a copy of valid DOT accreditation certificate)</li> <li>3. Must provide a copy of DOT accreditation of tour guides engaged to conduct the tour.</li> <li>4. Must be engaged in the business as a travel and tour operator for the last five (5) years at the date and time of submission of bid.</li> <li>5. Must have a professional track record in handling international groups. (Provide at least two government and private sectors similar projects handled for the past five years)</li> </ol>	
13	<p>APPROVED BUDGET FOR THE CONTRACT (BAC)</p> <p>The Approved Budget for the Contract (ABC) is TWO HUNDRED FIFTY THOUSAND PESOS ONLY (P250,000.00) inclusive of all applicable fees and taxes.</p>	
14	<p>TERMS OF PAYMENT</p> <p>A. Send bill arrangement.</p> <p>B. Supplier must submit the following documents:</p> <ul style="list-style-type: none"> <li>• Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:</li> </ul> <p>Chief Operating Officer / Officer-in-Charge  Tourism Promotions Board c/o the MICE Department  6th Floor, Five E-Com Center, Mall of Asia Complex, Pasay City</p> <p>C. Bidder is encouraged to have a Land Bank of the Philippines (LBP) account. Should the winning bidder do not have account in LBP, bank charges to a preferred alternate bank will be shouldered by the bidder.</p>	

15	<p><b>CONTRACT DURATION</b></p> <p>The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.</p>	
16	<p>Must also 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 or BIR Form 2303</li> <li>5. Notarized Omnibus Sworn Statement</li> <li>6. Company Profile</li> <li>7. SEC / DTI Certificate</li> <li>8. Sign Formal Financial Proposal (company letterhead)</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