

TECHNICAL SPECIFICATIONS

Service Provider for the Logistical Requirements of USTOA Annual Conference and Marketplace 2024

09 – 13 December 2024

JW Marriott, Marco Island, Florida, USA

I. BACKGROUND

The United States Tour Operator Association (USTOA) is a professional, voluntary trade association created with the primary purpose of promoting integrity within the tour operator industry and is the largest consortium of tour operators in the USA.

The Philippine Department of Tourism (PDOT) North America and the Tourism Promotions Board (TPB) Philippines has been an active member of the USTOA and has a continuing engagement with USTOA from 2015 to 2023. This year, the PDOT North America and the TPB will once again participate in USTOA which will be held at JW Marriott Hotel in Marco Island, Florida, USA on 09-13 December 2024.

The 2024 USTOA Annual Conference & Marketplace will feature a unique business casual atmosphere for a small select group of over 800 travel professionals and networking opportunities throughout the conference.

It is in this regard that the TPB would require a service provider to arrange and coordinate travel, administrative and logistical support along with procurement of promotional giveaways in order to implement the project successfully and seamlessly.

II. OBJECTIVES

- Drive marketing efforts towards more effective promotional activities and projects;
- Renew the Philippine membership at one of the United States influential Travel Trade consortia;
- Re-establish and expand network with USTOA-member operators to sell Philippine packages and to eventually increase bookings to the Philippines;
- Target the high-spending market through the clientele of USTOA members.

III. SCOPE OF WORK/DELIVERABLES

The Tourism Promotions Board (TPB) is inviting qualified Event Management Companies/Event Organizers, Tour Operators and other relevant suppliers providing similar services preferably with counterparts in the USA, to assist in the preparation, coordination, and implementation of requirements for the abovementioned event based on the following guidelines:



A. TRAVEL, ADMINISTRATIVE, AND LOGISTICAL EXPENSES:

Particulars	Amount
Provision of Land Transportation for Logistical Requirements Route: <ul style="list-style-type: none">• Miami Airport to Marco Island• Accommodation to Event Venue to Accommodation• Marco Island to Miami Airport <i>Note:</i> <ul style="list-style-type: none">• <i>Inclusive of licensed driver, fuel, driver's meals, accommodation, applicable parking, toll fees, and overtime fees.</i>	PhP300,000.00

<p>Air Tickets and Travel Insurance of three (3) PDOT North America Representatives</p> <ol style="list-style-type: none"> 1. (New York – Miami – New York) 2. (San Francisco – Miami – San Francisco) 3. (Los Angeles – Miami – Los Angeles) <p>Note:</p> <ul style="list-style-type: none"> • <i>Economy Class</i> • <i>Re-bookable, re-routable, and refundable</i> • <i>Inclusive of 2 pcs baggage allowance at 23kg</i> • <i>Inclusive of taxes, fuel surcharge & other applicable fees</i> • <i>Inclusive of comprehensive travel insurance</i> • <i>Exact flight details TBA</i> 	PhP120,000.00
Daily Subsistence Allowance (DSA) of three (3) PDOT North America Representatives (US\$ 320.00 x 7 days x 3 pax)	PhP387,000.00
Miscellaneous and Other Onsite Expenses	PhP57,000.00
TOTAL	PhP864,000.00

Conversion Rate: USD1.00 = PhP57.00

B. PROMOTIONAL GIVEAWAYS

Particulars	Amount
<p>20 pcs. – Philippine Map Pin with Magnetic Lock Size: 6.1cm x 4.0cm Material: Metal Pin Gold Plated Sample Photo:</p> 	PhP10,000.00
<p>60 pcs. – Chocolate Dried Mango Giftbox (200g) Sample Photo:</p> 	PhP30,000.00
<p>400 pcs. – Dried Mangoes (20g) Sample Photo:</p>	PhP16,000.00

		
TOTAL		PhP56,000.00

IV. PROJECT IMPLEMENTATION SCHEDULE

Date	Activity
29 November 2024	Full Delivery of Promotional Giveaways
09 – 13 December 2024	USTOA Annual Conference and Marketplace Event Proper

V. ADDITIONAL TECHNICAL REQUIREMENTS

1. Must be a duly registered Philippine company engaged in the business as an Events Management Company/Project Management Company/Tour Operator with experience in event organization and implementation, preferably with a counterpart in the USA;
2. Must be in operation for at least three (3) years and have organized and implement at least one (1) project with an international participation or audience, preferably from the US and/or Canada.

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **NINE HUNDRED TWENTY THOUSAND PESOS (PHP920,000.00)**, inclusive of service charge, applicable taxes, and fees.

VII. TERMS OF PAYMENT

Payment shall be made within 30 working days and 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

Send the bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the full completion of the requirements.

CARMELA JOY A. FEBRIO
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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 the receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

IX. PROJECT OFFICER'S CONTACT INFORMATION

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