

PHILIPPINE BIDDING DOCUMENTS

SERVICES OF A TOUR OPERATOR FOR RESPONSIBLE LOCAL TOURISM AND MARKETING WORKSHOP AND TPBPHL MEMBERS' INSPECTION TOUR WITH CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY IN CALABARZON, BATANES, AND BICOL

(6 LOTS)



Government of the Republic of the Philippines

**Sixth Edition
July 2020**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID (ITB) NO. 2024-062

SERVICES OF A TOUR OPERATOR FOR RESPONSIBLE LOCAL TOURISM AND MARKETING WORKSHOP AND TPBPHL MEMBERS' INSPECTION TOUR WITH CORPORATE SOCIAL RESPONSIBILITY (CSR) ACTIVITY IN CALABARZON, BATANES, AND BICOL

1. The **Tourism Promotions Board Philippines**, through the **2024 Approved Corporate Operating Budget** intends to apply the sum of **Sixteen Million Five Hundred Thousand Pesos Only (PhP16,500,000.00)** being the ABC to payments under the contract for the **Services of a Tour Operator for Responsible Local Tourism and Marketing Workshop and TPBPHL Members' Inspection Tour with Corporate Social Responsibility (CSR) Activity in CALABARZON, Batanes, and Bicol/ITB No. 2024-062**. The procurement project is divided into **six (6) lots** broken down as follows:

Lot	Item/Project Description	ABC (PhP)
1	Local Tourism and Marketing Workshop in Bicol	2,348,572.00
2	Local Tourism and Marketing Workshop in CALABARZON	2,863,952.00
3	Local Tourism and Marketing Workshop in Batanes	3,009,552.00
4	Inspection Tour and CSR Activity in Batanes	3,240,244.00
5	Inspection Tour and CSR Activity in Bicol	2,653,250.00
6	Inspection Tour and CSR Activity in CALABARZON	2,384,250.00
TOTAL ABC		16,500,000.00

The bidder may bid for any or all the lots, the contract shall be awarded on a per lot basis. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The **Tourism Promotions Board Philippines** now invites bids for the above Procurement Project. The schedule of delivery of the Goods is provided in **Section VI. Schedule of Requirements**. Bidders should have completed, **within the last three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in **Section II (Instructions to Bidders)**.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Tourism Promotions Board** through its Bids and Awards Committee Secretariat via emails: **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** and inspect the Bidding Documents at the address given below during the office hours from **9:30am – 6:30pm**.

**BAC Secretariat
Procurement and General Services Division
6F Five-Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **21 November – 12 December 2024** by sending your request to **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph** or **by downloading** through the **PhilGEPS or TPB website** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The fee for the Bidding Documents for each lot is:

Lot	Item/Project Description	Fee for the Bidding Documents (PhP)
1	Local Tourism and Marketing Workshop in Bicol	5,000.00
2	Local Tourism and Marketing Workshop in CALABARZON	5,000.00
3	Local Tourism and Marketing Workshop in Batanes	5,000.00
4	Inspection Tour and CSR Activity in Batanes	5,000.00
5	Inspection Tour and CSR Activity in Bicol	5,000.00
6	Inspection Tour and CSR Activity in CALABARZON	5,000.00

The fee for the Bidding Documents for the combination of lots are as follows:

- a. ABC not exceeding **Five Million Pesos** is **Five Thousand Pesos Only (PhP5,000.00)**
- b. ABC not exceeding **Ten Million Pesos** is **Ten Thousand Pesos Only (PhP10,000.00)**
- c. ABC not exceeding **Fifty Million Pesos** is **Twenty-Five Thousand Pesos Only (PhP25,000.00)**.

The Payment can be made through the TPB Landbank Account or the TPB Cashier. Please email the BAC Secretariat a copy of the **bank transmittal slips or the official receipt** on or before the deadline for the submission of bids.

**Bank Details:
Land Bank of the Philippines
Sheraton Century Park Branch
Tourism Promotions Board
A/C No. 1772-1034-13**

The Procuring Entity allows the bidder to present its proof of payment for the fees **through electronic means**.

6. The **Tourism Promotions Board Philippines** will hold a **Pre-Bid Conference** on **29 November 2024 at 4:00 PM** through video conferencing or webcasting via **Zoom Virtual Platform**, which shall be open to prospective bidders.

Interested bidders may obtain the **Zoom** link of the **Pre-Bid Conference** from the **BAC Secretariat** through emails: **bac_sec@tpb.gov.ph** and/or **janet_villafranca@tpb.gov.ph**.

7. Bids must be **in a sealed envelope** duly received by the BAC Secretariat at the office address indicated below, on or before **12 December 2024 at 4:45 PM**. Late bids shall not be accepted.

**Procurement and General Services Division
Tourism Promotions Board
6F Five-Ecom Center, Harbor Drive, Mall of Asia Complex, Pasay City**

Each prospective bidder shall submit **one (1) original** and **two (2) copies** of its **Technical** and **Financial** documents.

The **Main Envelope** shall be labelled as follows:

**TECHNICAL AND FINANCIAL BID <LOT NO.>
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

The **Main Envelope** shall contain **two (2) envelopes**, each envelope shall be labeled as follows:

**TECHNICAL ENVELOPE <LOT NO.>
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

**FINANCIAL ENVELOPE <LOT NO.>
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

The **Technical Envelope** shall contain **three (3) Envelopes** labeled as follows:

**ORIGINAL <LOT NO.>
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>**

COPY 1 <LOT NO.>
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant >
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 2 <LOT NO.>
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain the following Legal, Technical, and Financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

1. PhilGEPS Platinum Certificate (All pages)
2. Statement of Ongoing Gov't and Private Contracts
3. Statement of Bidder's SLCC
4. Bid Security
5. Conformity with the Technical Specifications
6. Omnibus Sworn Statement
7. Computation of the NFCC or Line of Credit
8. Joint Venture Agreements (if applicable)

The **Financial Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL <LOT NO.>
Financial Envelope
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

COPY 1 <LOT NO.>
Financial Envelope
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

COPY 2 <LOT NO.>
Financial Envelope
< BAC Chairperson>
<Title of the Project/Project Identification No.>
< Company Name and Address of the Consultant>
DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

The **Financial Envelope** shall contain the following financial documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

1. Financial Bid
2. Price Schedule
3. Other Documentary Requirements (if applicable)

See Annex D: Diagram of Sealing and Marking of Bid Envelope

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **12 December 2024 at 5:15 PM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidder who's Bid was declared the Single/Lowest Calculated Responsive Bid (S/LCRB) shall submit a third copy of the **Technical and Financial Bid**, upon the request of the Secretariat
11. The **Tourism Promotions Board Philippines**, reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
Roselle D. Romero / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
6/F Floor 5-ECOM Center, Harbor Drive, MOA Complex, Pasay City
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270
Email: roselle_romero@tpb.gov.ph / bac_sec@tpb.gov.ph / janet_villafranca@tpb.gov.ph
ax No. (02) 8526-5971
13. You may visit the following websites:

For downloading of Bidding Documents: **www.philgeps.gov.ph** or **www.tpb.gov.ph**

21 November 2024

ATTY. GREGORY A. NUEGA
Vice-Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Tourism Promotions Board Philippines**, wishes to receive Bids for the **Services of a Tour Operator for Responsible Local Tourism and Marketing Workshop and TPBPHL Members' Inspection Tour with Corporate Social Responsibility (CSR) Activity in CALABARZON, Batanes, and Bicol** with identification number **ITB No. 2024-062**.

The Procurement Project (referred to herein as "Project") is composed **six (6) lots**, the details of which are described in **Section VII (Technical Specifications)**.

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2024 Approved Corporate Operating Budget** in the amount of **Sixteen Million Five Hundred Thousand Pesos Only (Php16,500,000.00)**.

The procurement project is divided into **six (6) lots** broken down as follows:

Lot	Item/Project Description	ABC (Php)
1	Local Tourism and Marketing Workshop in Bicol	2,348,572.00
2	Local Tourism and Marketing Workshop in CALABARZON	2,863,952.00
3	Local Tourism and Marketing Workshop in Batanes	3,009,552.00
4	Inspection Tour and CSR Activity in Batanes	3,240,244.00
5	Inspection Tour and CSR Activity in Bicol	2,653,250.00
6	Inspection Tour and CSR Activity in CALABARZON	2,384,250.00
TOTAL ABC		16,500,000.00

2.2. The source of funding is: the Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or

work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

The Procuring Entity has prescribed that: Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a **pre-bid conference** for this Project on the specified date and time through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **last three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **11 April 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. **The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.**
- 19.4. The Project shall be awarded as follows: One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. **For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.**

20. Post-Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. <i>Travel and tours operation with experience in inbound travel providing logistical requirements, tour operator services for tours. Must have handled at least three (3) similar projects.</i> b. completed within three (3) years prior to the deadline for the submission and receipt of bids. 																								
7.1	<i>Not applicable.</i>																								
12	The price of the Goods shall be quoted DDP <i>destinations as provided in Section VI. Schedule of Requirements</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.																								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC, if bid security is in Surety Bond. 																								
19.3	<p><i>The items/project description and the corresponding ABC per lot shall be as follows:</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Lot</th> <th style="text-align: center;">Item/Project Description</th> <th style="text-align: center;">ABC (PhP)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Local Tourism and Marketing Workshop in Bicol</td> <td style="text-align: right;">2,348,572.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Local Tourism and Marketing Workshop in CALABARZON</td> <td style="text-align: right;">2,863,952.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Local Tourism and Marketing Workshop in Batanes</td> <td style="text-align: right;">3,009,552.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Inspection Tour and CSR Activity in Batanes</td> <td style="text-align: right;">3,240,244.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Inspection Tour and CSR Activity in Bicol</td> <td style="text-align: right;">2,653,250.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Inspection Tour and CSR Activity in CALABARZON</td> <td style="text-align: right;">2,384,250.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL ABC</td> <td style="text-align: right;">16,500,000.00</td> </tr> </tbody> </table>	Lot	Item/Project Description	ABC (PhP)	1	Local Tourism and Marketing Workshop in Bicol	2,348,572.00	2	Local Tourism and Marketing Workshop in CALABARZON	2,863,952.00	3	Local Tourism and Marketing Workshop in Batanes	3,009,552.00	4	Inspection Tour and CSR Activity in Batanes	3,240,244.00	5	Inspection Tour and CSR Activity in Bicol	2,653,250.00	6	Inspection Tour and CSR Activity in CALABARZON	2,384,250.00	TOTAL ABC		16,500,000.00
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20	<p><i>The original of the following documents shall be presented during the Post-Qualification:</i></p> <ol style="list-style-type: none"> 1. PHILGEPS Platinum Certificate (all pages) 2. Latest Audited Financial Statement 3. Business/Mayor's Permit 4. SEC Registration and the Articles of Incorporation and its amendments, as applicable 5. Tax Clearance Certificate 6. General Information Sheet 7. Board Resolution (reference to the Omnibus Sworn Statement and Secretary's Certificate) 8. Certificate of Project Completion or its equivalent for Completed Projects (Reference to the SLCC submitted) 9. Notice of Award, or Contract, or Notice to Proceed or its equivalent for Ongoing Projects <p>Submit a certified true copy of documents in nos. 2-7 within five (5) calendar days from the date of the post-qualification, as instructed by the Technical Working Group</p>
21	No additional documents.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within **ten (10) calendar days from receipt of the Notice of Award** by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>in destinations as provided in Section VI. Schedule of Requirements</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>Spare Parts – not applicable</p> <p>Packaging – not applicable</p>
	<p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>
	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2.	The terms of payment shall be as follows:	
Lot	Milestones	% Payment
1	Full payment upon issuance of a certificate of satisfactory delivery of all requirements. Payment shall be made 30 days after submission of SOA and complete supporting documents	100%
2	Full payment upon issuance of a certificate of satisfactory delivery of all requirements. Payment shall be made 30 days after submission of SOA and complete supporting documents	100%
3	Full payment upon issuance of a certificate of satisfactory delivery of all requirements. Payment shall be made 30 days after submission of SOA and complete supporting documents	100%
4	1st tranche Completion of Site Validation deliverables	30%
	2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	100%
5	1st tranche Completion of Site Validation deliverables	30%
	2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70%
6	1st tranche Completion of Site Validation deliverables	30%
	2nd tranche Implemented actual trip and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	70%
4	<i>Not applicable</i>	

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site. The dates are indicative and subject to change.

Item Number/Lot	Description	Quantity	Total (PhP)	Delivered, Weeks/Months
1	Local Tourism and Marketing Workshop in Bicol	1 Lot	2,348,572.00	Last week, January 2025
2	Local Tourism and Marketing Workshop in CALABARZON	1 Lot	2,863,952.00	March 2025
3	Local Tourism and Marketing Workshop in Batanes	1 Lot	3,009,552.00	3 rd Week, February 2025
4	Inspection Tour and CSR Activity in Batanes	1 Lot	3,240,244.00	10-13 March 2025 (Site Validation) 19-23 May 2025 (Actual Implementation)
5	Inspection Tour and CSR Activity in Bicol	1 Lot	2,653,250.00	17-21 March 2025 (Site Validation) 02-06 June 2025 (Actual Implementation)
6	Inspection Tour and CSR Activity in CALABARZON	1 Lot	2,384,250.00	21-25 April 2025 (Site Validation) 23-27 June 2025 (Actual Implementation)

Section VII. Technical Specifications

Refer to Annex A _ Technical Specifications

Technical Specifications

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.** Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. **A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.***

Lot 1 - Local Tourism and Marketing Workshop in Bicol

Last week, January 2025

Number of participants: 80 pax (Media /Community participants/ Tourism Officers)

Item	Specification	Statement of Compliance (Comply / Not Comply)
1	LAND TRANSPORTATION Vans or Minibus (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees Day 1 – 3 Vans or Minibus Day 2 to 4 - 1 Van or Minibus Day 5 - 4 Vans or Minibus Day 6 – 3 Vans or Minibus	
2	Domestic air tickets for ten (10) pax (3) resource speakers, (4) media, (3) TPB.	
3	13 Comprehensive Travel Insurance for the participants	
4	ACCOMMODATION 3–4-star hotel or its equivalent or double A resort in Naga City 45 rooms twin sharing	

5	<p>CONFERENCE VENUE Workshop venue or function hall in Naga City that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.</p>	
6	<p>FOOD AND BEVERAGE Meals for TPB/DOT/LGU/workshop participants amounting to PhP1,500 per pax covering Lunch, Dinner, AM and PM snacks.</p> <p>Day 1 & 5 – Lunch/Dinner/AM and PM Snacks for 12 pax Day 2 to 4 – Lunch/Dinner/AM and PM Snacks for 75 pax</p> <p><i>Note: provision of water dispenser (hot and cold)/candies/coffee during the workshop session. Provision of alternative meals for those with dietary restriction</i></p>	
7	<p>RE-STARTER KITS Provision of re-starter kits enhancement of community starter kits amounting to PhP100,000.00 for six (6) identified CBT sites. Note: subject to TPB’s approval</p>	
8	<p>First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</p>	
9	<p>Stand-by paramedics within the area of visit.</p>	
10	<p>VIDEOGRAPHER/PHOTOGRAPHER Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.</p>	
11	<p>Provision of banners (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB’s approval</p>	
12	<p>Provision of eighty (80) Workshop Kits for participants such as simulation shirt, ballpens, notebooks, NDRCC Manual, notebook and Tote Bag from Buhi, Camarines Sur or any weaving community in the Philippines</p>	

13	Provision of educational supplies during the workshop amounting to PhP50,000.00 . Billing should be based on actual cost supported with corresponding receipts.	
14	Miscellaneous - Porter Fees Billing should be based on actual cost supported with corresponding receipts	
15	Simulation of workshop activity for 80 workshop participants, amounting to PhP100,000.00. Billing should be based on actual cost supported with corresponding receipts.	
16	Provision of Professional Fee amounting to PhP15,000 per person for 3 days	

Lot 2 – Local Tourism and Marketing Workshop in CALABARZON

March 2025

Number of participants: 80 pax (Media/ Community participants/Tourism Officers)

Item	Specification	Statement of Compliance (Comply / Not Comply)
1	<p>LAND TRANSPORTATION Vans or Minibus (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees Day 1 – 3 Vans or Minibus Day 2 to 4 - 1 Van or Minibus Day 5 - 4 Vans or Minibus Day 6 – 3 Vans or Minibus</p>	
2	<p>Domestic air tickets for ten (10) pax (3) resource speakers, (4) media, (3) TPB.</p>	
3	<p>13 Comprehensive Travel Insurance for the participants</p>	
4	<p>ACCOMMODATION 3–4-star hotel or its equivalent or double A resort in Naga City 45 rooms twin sharing</p>	
5	<p>CONFERENCE VENUE Workshop venue or function hall in Batangas that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.</p>	
6	<p>FOOD AND BEVERAGE Meals for TPB/DOT/LGU/workshop participants amounting to PhP1,500 per pax covering Lunch, Dinner, AM and PM snacks. Day 1 & 5 – Lunch/Dinner/AM and PM Snacks for 12 pax Day 2 to 4 – Lunch/Dinner/AM and PM Snacks for 75 pax <i>Note: provision of water dispenser (hot and cold)/candies/coffee during the workshop session. Provision of alternative meals for those with dietary restriction</i></p>	

7	RE-STARTER KITS Provision of re-starter kits enhancement of community starter kits amounting to Php100,000.00 for six (6) identified CBT sites. Note: subject to TPB's approval	
8	First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	
9	Stand-by paramedics within the area of visit.	
10	VIDEOGRAPHER/PHOTOGRAPHER Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.	
11	Provision of banners (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB's approval	
12	Provision of eighty (80) Workshop Kits for participants such as simulation shirt, ballpens, notebooks, NDRCC Manual, notebook and Tote Bag from Buhi, Camarines Sur or any weaving community in the Philippines	
13	Provision of educational supplies during the workshop amounting to Php50,000.00 . Billing should be based on actual cost supported with corresponding receipts.	
14	Miscellaneous - Porter Fees Billing should be based on actual cost supported with corresponding receipts	
15	Simulation of workshop activity for 80 workshop participants, amounting to Php100,000.00. Billing should be based on actual cost supported with corresponding receipts.	
16	Provision of Professional Fee amounting to Php15,000 per person for 3 days	

LOT 3 - Local Tourism and Marketing Workshop in Batanes3rd Week, February 2025

Number of participants: 80 pax (Media/ Community participants/Tourism Officers)

Item	Specification	Statement of Compliance (Comply / Not Comply)
1	LAND TRANSPORTATION Vans or Minibus (2018 model or newer) or minibus with driver inclusive of gas, parking fees, and overtime fees Day 1 – 3 Vans or Minibus Day 2 to 4 - 1 Van or Minibus Day 5 - 4 Vans or Minibus Day 6 – 3 Vans or Minibus	
2	Domestic air tickets for 25 pax	
3	13 Comprehensive Travel Insurance for the participants	
4	ACCOMMODATION 3–4-star hotel or its equivalent or double A resort in Batanes 45 rooms twin sharing	
5	CONFERENCE VENUE Workshop venue or function hall in Batanes that can accommodate 100 pax with complete lights and sounds, led wall with microphone for three (3) days.	
6	FOOD AND BEVERAGE Meals for TPB/DOT/LGU/workshop participants amounting to PhP1,500 per pax covering Lunch, Dinner, AM and PM snacks. Day 1 & 5 – Lunch/Dinner/AM and PM Snacks for 12 pax Day 2 to 4 – Lunch/Dinner/AM and PM Snacks for 75 pax <i>Note: provision of water dispenser (hot and cold)/candies/coffee during the workshop session. Provision of alternative meals for those with dietary restriction</i>	
7	RE-STARTER KITS Provision of re-starter kits enhancement of community starter kits amounting to PhP100,000.00 for six (6) identified CBT sites. Note: subject to TPB’s approval	

8	First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, catapres, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)	
9	Stand-by paramedics within the area of visit.	
10	VIDEOGRAPHER/PHOTOGRAPHER Provision of 1 professional videographer and 1 professional photographer to cover the event and to provide a consolidated output/highlights of the event stored in a USB drive (subject to the approval of TPB Project Officer). Highlights of tour video, 3-5 minutes for submission to TPB. Edits subject to approval of TPB.	
11	Provision of banners (for group picture) and appropriate workshop signage, design/specs c/o suppliers, subject to TPB's approval	
12	Provision of eighty (80) Workshop Kits for participants such as simulation shirt, ballpens, notebooks, NDRCC Manual, notebook and Tote Bag from Buhi, Camarines Sur or any weaving community in the Philippines	
13	Provision of educational supplies during the workshop amounting to Php50,000.00 . Billing should be based on actual cost supported with corresponding receipts.	
14	Miscellaneous - Porter Fees Billing should be based on actual cost supported with corresponding receipts	
15	Simulation of workshop activity for 80 workshop participants, amounting to Php100,000.00. Billing should be based on actual cost supported with corresponding receipts.	
16	Provision of Professional Fee amounting to Php15,000 per person for 3 days	

LOT 4 - Inspection Tour and CSR Activity in Batanes

Item	Specification	Statement of Compliance (Comply / Not Comply)
A.	Site Inspection (10-13 March 2025)	
1	<p>Domestic Air Tickets</p> <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 4 pax with 10 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL-BSO-Manila (<i>Note: DOT personnel shall be via Tuguegarao if flight is available</i>) - Restrictions: Rebookable and refundable <p>Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals.</p>	
2	<p>Accommodation</p> <ul style="list-style-type: none"> - Maximum of 3 single occupancy or twin-sharing rooms for 4 days and 3 nights at Business category or its equivalent (with daily breakfast). Accommodation must be located in Basco. 	
3	<p>Land Transportation</p> <ul style="list-style-type: none"> - Provision of up to one (1) van (2019 model or newer) with drivers for three (3) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 	
4	<p>Full Board Meal</p> <ul style="list-style-type: none"> - Provision of AM, PM Snacks, Lunch and Dinner for 4 days for maximum of 5 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,500.00/day/pax 	

5	<p>Tours and activities</p> <ul style="list-style-type: none"> - Interactive and experiential tour program for 5 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat rides and/or rentals, etc. - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change without prior notice.</p>	
6	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - One (1) DOT- accredited local or regional guide for 3 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the ocular inspection) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. 	
7	<p>Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel, maximum of 2 pax. 	
8	<p>Onsite-related expense</p> <ul style="list-style-type: none"> • Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs, reimbursement of transportation of TPB/DOT and LGUs, and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. 	

B.	ACTUAL TOUR (Indicative date – 19-23 May 2025)	
1	Domestic Air Tickets <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 25 pax with 10 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL-BSO-Manila (<i>Note: DOT personnel shall be via Tuguegarao if flight is available</i>) - Restrictions: Rebookable and refundable - Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals. 	
2	Accommodation <ul style="list-style-type: none"> - Maximum of 14 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Accommodation must be located in Basco. 	
3	Land Transportation <ul style="list-style-type: none"> - Provision of up to five (5) vans (2019 model or newer) with drivers for five (5) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. If available, a coaster or bus may be used, supplemented by additional vans for the advance party and a luggage van. - Equipped with GPS or navigational application - Maximum use of 12 hours a day, excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc. 	
7	Meal Requirements <ul style="list-style-type: none"> - Highlight local cuisine and delicacies where possible - Provision of AM snacks and PM snacks, as indicated, amounting to PhP 500.00 per person per snack - Provision of heavy breakfast amounting to PhP 1,000.00 per person - Provision of lunch and dinner, as indicated, amounting to PhP 1,300.00 per person per meal. - For themed welcome dinner: Package to include venue rental, styling, basic lighting and sound, LCD 	

	<p>projector and screen, stage setup, tables, and chairs, preferably arranged in an intimate setting at Naidi Hills or Fundacion Pacita, with a budget cap of PhP 20,000.00. Entertainment, ideally a cultural presentation, should be included with a maximum budget of PhP 15,000.00.</p> <ul style="list-style-type: none"> - For themed farewell dinner to include cocktails at a maximum of PhP 400.00 per person. Entertainment should ideally feature an acoustic band capable of karaoke, with a budget up to PhP 15,000.00, and should include basic lighting and sound equipment, an LCD projector, and screen. The package must cover venue rental, styling, stage setup, seating, and tables, preferably in an intimate setting at Naidi Hills or Fundacion Pacita, with a total budget not exceeding PhP 20,000.00. - Provision of basic lighting and sound, LCD projector, and screen for the mini B2B/meet-and-greet with tourism stakeholders, with a budget cap of PhP 20,000.00. This package should include venue rental at the Batanes State University, tables and chairs, and a fully air-conditioned space - All snacks and meals all throughout the duration of the tour with one (1) round of drinks. Menu is subject to approval of the TPB. - All meals should include a buffer for up to 10 additional participants, if necessary <p>Day 1- Breakfast/Lunch/PM Snacks/Theme Welcome Dinner for 25 pax Day 2 - AM and PM Snacks/Dinner for 25 pax Lunch for 55 pax Day 3 - AM Snacks/Lunch for 25 pax PM Snacks and Dinner for 55 pax Day 4 - AM and PM Snacks/Lunch/Themed Farewell Dinner for 25 pax Day 5 - AM and PM Snacks/Lunch for 25 pax</p>	
8	<p>Tours and activities</p> <ul style="list-style-type: none"> ● Interactive and experiential tour program for 25 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides and/or rentals, ATV rides, wake board rentals and fees, kayak rentals, surfing board rentals and instructions, paddle board rentals 	

	<ul style="list-style-type: none"> Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change upon completion of ocular inspection.</p>	
9	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> At least two (2) DOT- accredited local or regional guides for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual implementation) One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. 	
10	<p>Travel Insurance</p> <ul style="list-style-type: none"> Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel and participants, maximum of 25 pax. 	
11	<p>Photo and video coverage</p> <ul style="list-style-type: none"> Provision of at least 1 professional videographer and 1 professional photographer to cover the 5-day tour and to provide a consolidated output stored in a Hard Drive. Should include: <ul style="list-style-type: none"> Specialized shots ex. underwater shots, drone shots, destinations shots/videos, whenever possible 2-3 minute editorial event highlight video to be shown during the farewell dinner At least 300 color-enhanced photos Raw photos and videos Daily submission of edited 30-60 second video and 10-15 photos highlighting the event for social media postings by TPB (cinematic reels) Submitted photos and videos shall be fully owned by the TPB All provisions for the videographer and photographer must be inclusive of meals, accommodation, and overtime charges 	

12	<p>Provision of CSR/tour kits and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 25 sets of CSR/tour kits – LTP tote bag, facial tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, planting gloves, CSR dri-fit t-shirt (layout to be provided by the TPB). Should include extra five (5) pcs of CSR dri-fit t-shirt. - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,300.00/per person - Should not show the tour operator’s logo. Subject to TPB’s approval 	
13	<p>CSR Component</p> <ul style="list-style-type: none"> - Should include at least one (1) program facilitator and one (1) program coordinator for the CSR program for 2 days. The facilitator should be well-versed with the CSR activities (coastal education and mangrove conservation, waste management and beach clean-up drive). Professional fees should not exceed PhP 15,000.00, inclusive of meals, accommodation, transportation and other fees. - Provision of a maximum aggregated cost of PhP 168,000.00 for donations, potentially including school kits, mangrove seedlings, and other items suitable for donation. The exact items for donation will be confirmed upon completion of the ocular inspection. Billing should be based on actual cost supported with corresponding receipts. 	
14	<p>Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more that PhP 33,500.00 for courier fees/additional baggage allowance for TPB’s materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. 	
15	<p>Other Requirements:</p> <ul style="list-style-type: none"> - Preparation and provision of digital itinerary booklet/program briefer (content and design subject to approval of TPB) 	

	<ul style="list-style-type: none">- Provision of drinking water in jugs throughout the program for water-refilling (participants to bring own tumblers)- The supplier must be willing to respond to immediate/unforeseen changes in specifications.- Tour activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved, and weather conditions.	
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LOT 5 - Inspection Tour and CSR Activity in Bicol

Item	Specification	Statement of Compliance (Comply / Not Comply)
A.	Site Inspection (17-21 March 2025)	
1	<p>Domestic Air Tickets</p> <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 2 pax with 20 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL-within Bicol Region-Manila - Restrictions: Rebookable and refundable <p>Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals.</p>	
2	<p>Accommodation</p> <ul style="list-style-type: none"> - Maximum of 3 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in: <ul style="list-style-type: none"> a. 1st night - 2nd night in Naga City b. 3rd night - 4th night in Legazpi City 	
3	<p>Land Transportation</p> <ul style="list-style-type: none"> - One (1) van (2019 model or newer) for 5 days with driver (inclusive of gas, parking fees, meals, accommodation and overtime fees). - Route is inclusive of residence pick-up/drop-off of DOT personnel in Bicol Region - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) - 	
4	<p>Full Board Meal</p> <ul style="list-style-type: none"> - Provision of AM, PM Snacks, Lunch and Dinner for 5 days for maximum of 5 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,500.00/day/pax 	

5	<p>Tours and activities</p> <ul style="list-style-type: none"> - Interactive and experiential tour program for 5 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides and/or rentals, ATV rides, wake board rentals and fees, kayak rentals, surfing board rentals and instructions, paddle board rentals - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change without prior notice.</p>	
6	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - One (1) DOT- accredited local or regional guide for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the ocular inspection) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. 	
7	<p>Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel, maximum of 2 pax. 	
8	<p>Onsite-related expense</p> <ul style="list-style-type: none"> • Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs, reimbursement of transportation of TPB/DOT and LGUs, and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. 	

B.	ACTUAL TOUR (02-06 June 2025)	
1	<p>Domestic Air Tickets</p> <ul style="list-style-type: none"> - Roundtrip domestic air tickets for 23 pax with 20 kilos check in baggage and 7 kilos hand-carry baggage - Route: MNL-within Bicol Region-Manila - Restrictions: Rebookable and refundable - Note: In the event of flight unavailability or sudden cancellations, the supplier must arrange alternative transportation for passengers via land transfers to the destination and additional snacks/meals. 	
2	<p>Accommodation</p> <ul style="list-style-type: none"> - Maximum of 14 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in: <ul style="list-style-type: none"> a. 1st night - 2nd night in Naga City b. 3rd night - 4th night in Legazpi City 	
3	<p>Land Transportation</p> <ul style="list-style-type: none"> - Provision of up to five (5) vans (2019 model or newer) with drivers for five (5) days, inclusive of fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. If available, a coaster or bus may be used, supplemented by additional vans for the advance party and a luggage van, as needed. Service should include residential pick-up and drop-off for DOT personnel based in Bicol Region. - Equipped with GPS or navigational application - Maximum use of 12 hours a day, excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 	
4	<p>Meal Requirements</p> <ul style="list-style-type: none"> - Highlight local cuisine and delicacies where possible - Provision of AM snacks and PM snacks, as indicated, amounting to PhP 500.00 per person per snack - Provision of heavy breakfast amounting to PhP 1,000.00 per person 	

	<ul style="list-style-type: none"> - Provision of lunch and dinner, as indicated, amounting to PhP 1,300.00 per person per meal. - Themed welcome lunch/dinner with entertainment amounting to a maximum of PhP 15,000.00, preferably cultural presentation with basic lights and sounds, LCD and projector screen, and stage set-up - Cocktails for themed farewell dinner amounting to maximum of PhP 400.00 per pax, entertainment preferably a band able to do live karaoke, amounting to maximum of PhP 15,000.00. Should include basic lights and sounds, LCD and projector screen. - Provision of basic lights and sounds, LCD and projector screen during the mini B2B/meet and greet with the tourism stakeholders - All snacks and meals all throughout the duration of the tour with one (1) round of drinks. Menu is subject to approval of the TPB. - All meals should include a buffer for up to 10 additional participants, if necessary <p>Day 1- Breakfast/Lunch/PM Snacks/Theme Welcome Dinner for 25 pax Day 2 - AM and PM Snacks/Lunch/ for 25 pax Dinner for 45 pax Day 3 - AM and PM Snacks/Lunch/Dinner for 25 pax Day 4 - AM and PM Snacks/Lunch/Themed Farewell Dinner for 25 pax Day 5 - AM and PM Snacks/Lunch for 25 pax</p>	
5	<p>Tours and activities</p> <ul style="list-style-type: none"> ● Interactive and experiential tour program for 25 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides and/or rentals, ATV rides, wake board rentals and fees, kayak rentals, surfing board rentals and instructions, paddle board rentals ● Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change upon completion of ocular inspection.</p>	

6	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - At least two (2) DOT- accredited local or regional guides for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual implementation) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. 	
7	<p>Travel Insurance</p> <ul style="list-style-type: none"> ● Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel and participants, maximum of 25 pax. 	
8	<p>Photo and video coverage</p> <ul style="list-style-type: none"> - Provision of at least 1 professional videographer and 1 professional photographer to cover the 5-day tour and to provide a consolidated output stored in a Hard Drive. - Should include: <ul style="list-style-type: none"> g. Specialized shots ex. underwater shots, drone shots, destinations shots/videos, whenever possible h. 2-3 minute editorial event highlight video to be shown during the farewell dinner i. At least 300 color-enhanced photos j. Raw photos and videos k. Daily submission of edited 30-60 seconder video and 10-15 photos highlighting the event for social media postings by TPB (cinematic reels) l. Submitted photos and videos shall be fully owned by the TPB - All provisions for the videographer and photographer must be inclusive of meals, accommodation, and overtime charges 	
9	<p>Provision of CSR/tour kits and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 25 sets of CSR/tour kits – LTP tote bag, facial tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, planting gloves, CSR dri-fit t- 	

	<p>shirt (layout to be provided by the TPB). Should include extra five (5) pcs of CSR dri-fit t-shirt.</p> <ul style="list-style-type: none"> - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,300.00/per person - Should not show the tour operator's logo. Subject to TPB's approval 	
10	<p>CSR Component</p> <ul style="list-style-type: none"> - Should include at least one (1) program facilitator and one (1) program coordinator for the CSR program for 2 days. The facilitator should be well-versed with the CSR activities (coastal education and mangrove conservation, waste management and beach clean-up drive). Professional fees should not exceed PhP 15,000.00, inclusive of meals, accommodation, transportation and other fees. - Provision of a maximum aggregated cost of PhP 168,000.00 for donations, potentially including school kits, mangrove seedlings, and other items suitable for donation. The exact items for donation will be confirmed upon completion of the ocular inspection. Billing should be based on actual cost supported with corresponding receipts. 	
11	<p>Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more that PhP 33,500.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. 	
12	<p>Other Requirements:</p> <ul style="list-style-type: none"> - Preparation and provision of digital itinerary booklet/program briefer (content and design subject to approval of TPB) - Provision of drinking water in jugs throughout the program for water-refilling (participants to bring own tumblers) - The supplier must be willing to respond to immediate/unforeseen changes in specifications. 	

	<ul style="list-style-type: none">- Tour activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved, and weather conditions.	
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LOT 6 - Inspection Tour and CSR Activity in CALABARZON

Item	Specification	Statement of Compliance (Comply / Not Comply)
A.	Site Inspection (21-25 April 2025)	
1	<p>Accommodation</p> <ul style="list-style-type: none"> - Maximum of 3 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in: <ol style="list-style-type: none"> a. 1st night - 2nd night in Tagaytay City b. 3rd night - Laguna c. 4th night - Rizal 	
2	<p>Land Transportation</p> <ul style="list-style-type: none"> - One (1) van (2019 model or newer) for 5 days with driver (inclusive of fuel, parking fees, meals, accommodation and overtime fees). - Route is inclusive of residence pick-up/drop-off of TPB personnel - Maximum use of 12 hours a day, in excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) - 	
3	<p>Full Board Meal</p> <ul style="list-style-type: none"> - Proviion of AM, PM Snacks, Lunch and Dinner for 5 days for maximum of 4 pax (TPB personnel, DOT and LGU personnel) amounting to PhP 1,500.00/day/pax 	
4	<p>Tours and activities</p> <ul style="list-style-type: none"> - Interactive and experiential tour program for 5 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides, floating cottage rentals, pottery workshop - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops 	

	Itinerary attached. Note: Subject to change without prior notice.	
5	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - One (1) DOT- accredited local or regional guide for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the ocular inspection) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. 	
6	<p>Travel Insurance</p> <ul style="list-style-type: none"> - Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel, maximum of 2 pax. 	
7	<p>Onsite-related expense</p> <ul style="list-style-type: none"> - Provision of incidental and onsite-related expenses of not more than PhP 15,000.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs, reimbursement of transportation of TPB/DOT and LGUs, and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts. 	
B.	ACTUAL TOUR (23-27 June 2025)	
1	<p>Accommodation</p> <ul style="list-style-type: none"> - Maximum of 14 single occupancy or twin-sharing rooms for 5 days and 4 nights at Business category or its equivalent (with daily breakfast). Must be located in: <ul style="list-style-type: none"> a. 1st night - 2nd night in Tagaytay City b. 3rd night - Laguna c. 4th night - Rizal 	
2	<p>Land Transportation</p> <ul style="list-style-type: none"> - Provision of up to five (5) vans (2019 model or newer) with drivers for five (5) days, inclusive of 	

	<p>fuel, parking fees, meals, accommodation, and overtime charges. An additional van is required for the advance party. If available, a coaster or bus may be used, supplemented by additional vans for the advance party and a luggage van, as needed. Service should include residential pick-up and drop-off for TPB personnel.</p> <ul style="list-style-type: none"> - Equipped with GPS or navigational application - Maximum use of 12 hours a day, excess shall be charged to overtime but not to exceed 5 hours - Vehicle should have umbrellas and first aid kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 	
3	<p>Meal Requirements</p> <ul style="list-style-type: none"> - Highlight local cuisine and delicacies where possible - Provision of AM snacks and PM snacks, as indicated, amounting to PhP 500.00 per person per snack - Provision of heavy breakfast amounting to PhP 1,000.00 per person - Provision of lunch and dinner as specified, with a budget of PhP 1,300.00 per person per meal. The themed welcome dinner in Tagaytay should have a budget of PhP 2,000.00 per person. - Themed welcome lunch or dinner with entertainment, preferably a cultural presentation, with a budget cap of PhP 15,000.00. Package should include basic lighting and sound, LCD projector and screen, and stage setup. - Cocktails for the themed farewell dinner, with a maximum budget of PhP 400.00 per person. Entertainment should ideally feature a live acoustic band capable of karaoke, with a budget cap of PhP 15,000.00. The package must also include basic lighting and sound, as well as an LCD projector and screen. - Provision of basic lights and sounds, LCD and projector screen during the mini B2B/meet and greet with the tourism stakeholders - All snacks and meals all throughout the duration of the tour with one (1) round of drinks. Menu is subject to approval of the TPB. 	

	<ul style="list-style-type: none"> - All meals should include a buffer for up to 10 additional participants, if necessary <p>Day 1- Breakfast/Lunch/PM Snacks/Theme Welcome Dinner for 25 pax Day 2 - AM and PM Snacks/Lunch/D innerfor 25 pax Day 3 - AM and PM Snacks/Lunch/Dinner for 25 pax Day 4 - AM and PM Snacks/Lunch/Themed Farewell Dinner with Cocktail for 25 pax Day 5 - AM and PM Snacks for 25 pax Lunch for 45 pax</p>	
4	<p>Tours and activities</p> <ul style="list-style-type: none"> - Interactive and experiential tour program for maximum of 25 pax inclusive of all activities indicated in the itinerary, entrance fees, environmental fees, boat/banca rides, floating cottage rentals, pottery workshop - Activities should include craft and food demo and sampling, at least 2 food demos and craft sampling in identified stops <p>Itinerary attached. Note: Subject to change upon completion of ocular inspection.</p>	
5	<p>Tour Guide and Coordinators</p> <ul style="list-style-type: none"> - At least two (2) DOT- accredited local or regional guides for 5 days with at least three (3) years of experience (submit the curriculum vitae and DOT Accreditation Certificate five (5) working days before the actual implementation) - One (1) tour coordinator with at least three (3) years of experience (submit the curriculum vitae together with the technical bid) - All provisions for the tour guides and tour coordinators must be inclusive of meals, accommodation, and overtime charges. 	
6	<p>Travel Insurance</p> <ul style="list-style-type: none"> ● Travel insurance coverage worth PhP 500,000.00 per pax for the TPB personnel and participants, maximum of 25 pax. 	

7	<p>Photo and video coverage</p> <ul style="list-style-type: none"> - Provision of at least 1 professional videographer and 1 professional photographer to cover the 5-day tour and to provide a consolidated output stored in a Hard Drive. - Should include: <ul style="list-style-type: none"> m. Specialized shots ex. underwater shots, drone shots, destinations shots/videos, whenever possible n. 2-3 minute editorial event highlight video to be shown during the farewell dinner o. At least 300 color-enhanced photos p. Raw photos and videos q. Daily submission of edited 30-60 second video and 10-15 photos highlighting the event for social media postings by TPB (cinematic reels) - Submitted photos and videos shall be fully owned by the TPB - All provisions for the videographer and photographer must be inclusive of meals, accommodation, and overtime charges 	
8	<p>Provision of CSR/tour kits and sustainable destination-based giveaways</p> <ul style="list-style-type: none"> - 25 sets of CSR/tour kits – LTP tote bag, facial tissue, wipes, 70 ml refillable sanitizer/alcohol, mints, mosquito repellent, planting gloves, CSR dri-fit t-shirt (layout to be provided by the TPB). Should include extra five (5) pcs of CSR dri-fit t-shirt. - 25 locally-made and eco-friendly tokens/destination-based giveaways amounting to PhP 1,300.00/per person - Should not show the tour operator’s logo. Subject to TPB’s approval 	
9	<p>CSR Component</p> <ul style="list-style-type: none"> - Should include at least one (1) program facilitator and one (1) program coordinator for the CSR program for 2 days. The facilitator should be well-versed with the CSR activities (coastal education and mangrove conservation, waste management and beach clean-up drive). Professional fees should not exceed PhP 25,000.00, inclusive of meals, accommodation, transportation and other fees. - Provision of a maximum aggregated cost of PhP 359,000.00 for donations, potentially including 	

	<p>school kits, mangrove seedlings, and other items suitable for donation. The exact items for donation will be confirmed upon completion of the ocular inspection. Billing should be based on actual cost supported with corresponding receipts.</p>	
10	<p>Onsite-related expense Provision of incidental and onsite-related expenses of not more than PhP 33,500.00 for courier fees/additional baggage allowance for TPB's materials, coordination meetings, delicacy tasting, communication/data allowance, sample of souvenirs and other miscellaneous expenses like additional sites/activities to visit, additional participants from the LGUs and other miscellaneous expenses. Billing should be based on actual cost supported with corresponding receipts.</p>	
11	<p>Other Requirements:</p> <ul style="list-style-type: none"> - Preparation and provision of digital itinerary booklet/program brief (content and design subject to approval of TPB) - Provision of drinking water in jugs throughout the program for water-refilling (participants to bring own tumblers) - The supplier must be willing to respond to immediate/unforeseen changes in specifications. - Tour activities and/or schedules/dates may still change according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved, and weather conditions. 	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

