

## TECHNICAL SPECIFICATIONS

### SERVICES OF A TOUR OPERATOR FOR THE MICECON 2024 POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR *as of 5 December 2024*

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#### I. BACKGROUND

The Philippine MICE Conference (MICECON), the country's largest gathering of Meetings, Incentive Travel, Conventions and Exhibitions (MICE) professionals in the Philippines, will be held on 10-12 July 2024 in the Clark Freeport Zone. It will be held as a three-day educational event in full face-to-face (F2F) format with the following event components:

- First-Time Attendees Session
- Corporate Social Responsibility Event
- Philippine MICE Youth Challenge
- Personality Development Session
- Plenary and Breakout Education Sessions
- Pre-event and Post Event Tours
- MICE Marketplace
- Social Networking Functions
- Post Conference Focused Educational Seminar

MICECON will be held in partnership with the Clark Development Corporation (CDC), in line with the CDC's Strategic MICE Masterplan, that aims to improve the competitiveness level of the local MICE destination. The event will feature a global perspective on the MICE industry by inviting international and local speakers to tackle high-level issues about the sector, provide updates on global marketing strategies and current best practices in the new normal.

#### II. OBJECTIVES

Specifically, the Tourism Promotions Board (TPB) is in need of tour operator services for the MICECON 2024 Post Conference Focused Educational Seminar for the smooth implementation of the event that aims to evaluate the MICECON 2024 event held last 10-12 July 2024.

#### III. SCOPE OF SERVICES

The TPB shall procure the services of a tour operator/destination management company for the provision of the following requirements:

ITEM	Detailed Requirements		
<b>POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR</b>  <b>Budget: PHP 300,000.00</b>	<b>POST CONFERENCE FOCUSED EDUCATIONAL SEMINAR3</b> <u>Indicative Dates:</u> – 17-19 December 2024 No. of Pax: 3 pax – TPB 3 pax – MICE Advisory Council 30 pax – Clark Development Corporation		
<b>Transportation</b>			
Date Needed	Particulars	No. of Pax / Remarks	
17-19 Devember2024	Two (2) vans(2019 model or newer) with driver (inclusive of gas, parking fees, toll fees, environmental fees and overtime fees) -Maximum of fifteen (15) hours per day inclusive of overtime and driver’s fee - Must have enough legroom -Must be fully air-conditioned, clean, comfortable, presentable, and in good running condition - Should the vehicle develop any mechanical fault in transit, the tour operator must have a replacement within an hour - Route: 17 Dec - Manila (NCR) to Clark Freeport Zone 18 Dec - Inside Clark Freeport Zone 19 Dec - Clark Freeport Zone to Manila (NCR)	6 pax	
<b>Accommodation</b>			
Date Needed	Particulars	No. of Pax / Remarks	
17-19 December 2024	Room Accommodation in a 3-star hotel or higher (if available) Six (6) rooms in deluxe category or its equivalent for two (2) nights based on single occupancy with breakfast	6 pax	
<b>Food and Beverage</b>			
Date Needed	Particulars	No. of Pax / Remarks	

	17-19 December 2024	Two (2) buffet lunches with one round of drink for six (6) pax on 17 and 19 December 2024	6 pax
		Two (2) buffet dinners with one round of drink for (6) pax on 17 and 19 December 2024	6 pax
		One (1) themed buffet lunch with one round of drink for thirty (30) pax on 18 December 2024	30 pax
		One (1) themed buffet dinner with one round of drink for thirty (30) pax on 18 December 2024	30 pax
		AM and PM snacks with one round of drink for thirty (30) pax on 18 December 2024	30 pax
<b>Other Requirements</b>			
	<b>Date Needed</b>	<b>Particulars</b>	<b>No. of Pax</b>
	17-19 December 2024	One (1) transportation coordinator	6 pax
	17-19 December 2024	First Aid Kit on board the vehicles with basic medicines for upset stomach, headache, allergies, diarrhea, motion sickness, fever, body pains Must also include: ○ povidone iodine ○ band aids ○ gauze pads ○ surgical tape ○ scissors <i>(first aid kit to be given to the TPB coordinator after the event)</i>	6 pax

#### IV. ADDITIONAL REQUIREMENTS

1. Assistance in preparing/ securing entry documents, as necessary.
2. Must respond to immediate/unforeseen changes in specifications. Must be able to provide an alternative itinerary, in case of rain, risk of the typhoon, and other unforeseen or fortuitous events subject to the approval of TPB at no additional cost.
3. Tour activities and/or schedules/dates may still be changed based on recommendations on the Tourism Promotions Board and the DOT Regional Office

4. Bidders should submit a budget bid proposal that reflects the cost of tours, activities, and logistical requirements. Any event sponsorship (hosted/discounted) will be deducted from the bid amount, if any. Thus, the tour operator will bill TPB based on the actual cost.

#### **V. PROJECT IMPLEMENTATION SCHEDULE**

Date of Event : 17 – 19 December 2024 (indicative dates)  
Destination : 17 December 2024 - Manila (NCR) to Clark Freeport Zone  
18 December 2024 - Inside Clark Freeport Zone  
19 December 2024 - Clark Freeport Zone to Manila (NCR)  
Number of Pax: 3 pax – TPB  
3 pax – MICE Advisory Council  
30 pax – Clark Development Corporation

#### **VI. ADDITIONAL TECHNICAL REQUIREMENTS**

1. Must be a Filipino-owned operated and legally registered Tour Operator/ Travel Agency under the Philippine Laws.
2. Must have been in operation for at least three (3) years handling similar projects related to incentivized programs.
3. Must have a valid Department of Tourism (DOT) Certificate of Accreditation.

#### **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is **THREE HUNDRED THOUSAND PESOS ONLY (Php300,000.00)** inclusive of all applicable taxes and fees.

#### **VIII. TERMS OF PAYMENT**

Payment will be on a send-bill arrangement to be settled 30 days upon receipt of Billing or Statement/Statement of Account. The bidders are encouraged to have a Land Bank of the Philippines account. Payment will be made through LBP bank deposit or check. Otherwise, bank charges will be shouldered by the service provider.

## **IX. CONTRACT DURATION**

The contract shall commence from the issuance of the Notice to Proceed (NTP) until full/completion of the delivery of requirements.

## **X. CONTACT INFORMATION**

### **DAN JOSEPH B. FERROLINO**

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