

21st WORLD TRAVEL AND TOURISM COUNCIL GLOBAL SUMMIT
LAND TRANSPORTATION REQUIREMENTS
20-22 April 2022
Metro Manila, Philippines

TECHNICAL SPECIFICATIONS
FOR LAND TRANSPORT SERVICES
As of April 11, 2022

BACKGROUND

The Philippines through the Department of Tourism (DOT) was chosen in 2019 to host the World Travel and Tourism Council's (WTTC) 21st Global Summit, which was initially slated for 2021. Over 800 delegates are expected to attend the WTTC Global Summit, which will be led by key officials from the United Nations World Tourism Organization (UNWTO), tourism ministers from well-known global tourist destinations, and CEOs, Presidents, and Chairpersons of large and well-known travel and tourism enterprises from around the world, including airline companies, hotel and resort property chains, destination management companies, travel and tour companies, global distribution systems, and more.

Global industry executives, invited visitors, presenters, and attendees will explore possibilities, challenges, and concerns confronting the sector during the course of the three-day WTTC conference. To address concerns and challenges, concrete solutions will be developed, while strategies and action plans will be developed to capitalize on possibilities, and they will eventually be pursued across nations and regions through corporate and public partnership. The summit's discussions are anticipated to help shape global tourism policies and agendas, as well as the future of travel and tourism in specific areas and locations.

The summit also features a global leaders forum, educational plenary sessions, executive meetings, press conferences, bilateral government meetings, and media interviews with prominent leaders, international speakers, media personalities, and celebrities, among other platforms that highlight the cultural and economic value of the global tourism industry. Finally, the summit will include a travel and trade exhibition, networking activities, and pre- and post-conference excursions, all of which are meant to allow the host country to highlight its highlighted attractions.

The WTTC Global Summit in 2022 will be held in a hybrid format, with an expected 650 people attending the sessions in person and 1,000 people participating via a virtual platform from all around the world.

The DOT – Philippine National Organizing Committee is seeking for a transport supplier which can provide executive cars for the WTTC land transport requirements.

DETAILS OF THE EVENT

| | |
|------|----------------------------------|
| Date | April 20 to 22, 2022 |
| Host | Philippine Department of Tourism |

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| Main Venue | Within the Resorts World Manila Complex/ Newport City Estate |
| Official Hotels | Manila Marriott Hotel Hilton Manila Sheraton Manila Okura Manila |
| Estimated Number of Delegates | 650 international delegates 200 local participants 1,000 (virtual) |
| Main Arrival Dates | April 17 to 19, 2022 |
| Summit Proper | April 20 to 22, 2022 |
| Departure Dates | April 23 to 26, 2022 onwards |
| Profile of Delegates | <ul style="list-style-type: none"> • WTTC Officials • WTTC Members • Representatives from the National Tourism Organizations • Representatives from Other Government Agencies • Representatives from various International Organizations • Representatives from the International Travel and Tourism Private Sector |

DETAILED VEHICULAR REQUIREMENTS

| SERVICES | PARTICULARS | BUDGET |
|---|---|--|
| LAND TRANSPORT REQUIREMENTS | | |
| 1 Lot Service Vehicle for VVIPs, Event Speakers, Select Media Guests WTTC Officials | 12 Chaffeur-driven Executive Cars PERIOD OF ENGAGEMENT: Five (5) days between April 19 to 23, 2022; <i>(Subject to change)</i> | Php 965,999.79 Php 12,333.33/10 hour rental |
| | No. Of Executive Cars: 12 | Engine specs: at least 3.5 liter DOHC V6 gasoline/diesel |

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| | | <p>Transmission: at least 6-speed automatic Model 2016 or newer</p> <p>Onboard Features: Bottle of Waters, juices and softdrinks in cooler Working Air condition Leather upholstery Tinted windows Adjustable seats Captain seats – full leather clad captain seats</p> <p>Provision of safety kits, such as spray alcohol and disinfectant wipes</p> <p>With appropriate event and committee signage for easy identification (in coordination with DOT/WTTC)</p> <p>With insurance</p> <p>Maximum passengers per car– 1-2 persons</p> <p>Vehicles can be any color</p> <p>A close-in government security will be provided by the organizer and a liaison officer</p> | <p>Overtime: 1,000/hour with a mark-up of 5%</p> |
| QUALIFICATIONS AND OTHER REQUIREMENTS | | | |

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| <p>1. Summit Drivers</p> | <p><u>Qualifications of the Drivers</u></p> <ul style="list-style-type: none"> - Fit to work especially on/during overtime - Must be polite and courteous, drive carefully and cautiously, adhere to road courtesy, prompt in reporting based on agreed time - Must be presentable, clean cut (hair) - Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination - Must be/holder of VALID Professional Driver's License - With trip Ticket available when on/during duty - Must show proof of complete vaccination and boosters - English speaking drivers - Drivers must not solicit tips or any monetary considerations from the guests. <p><u>Dress code</u></p> <ul style="list-style-type: none"> - Polo Barong with shirt insider and black pants or the Company Uniform - Clean black leather/leatherette shoes - Must wear company ID all throughout the event - Drivers must wear face mask at all times. | |
| <p>2. Other Specific Requirements and Conditions</p> | <p>The transport operator will report to the DOT particularly the PHOC Transport Committee. The appointed PCO will co-manage with the Transport Committee on the following:</p> <ol style="list-style-type: none"> a. Dispatch of VVIP vehicles relative to the personal and official agenda of the VIPs b. Smooth pick-up and land transfers (during arrival/departure, official program outside of the RWM) <p>Transport provider must be open for prior inspection of transport vehicles to be used for</p> | |

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| | <p>approval of the DOT/WTTC. Vehicle details (color, brand, plate number, date of registration) to include respective driver per vehicle must be provided to DOT as well as directory of assigned transport coordinator/dispatcher.</p> <p>Vehicles must be cleaned and disinfected every day.</p> <p>For operational purposes, vehicle service covers a minimum of 10 hours/day</p> <p>Overtime rate of Vehicle per hour:</p> <p style="padding-left: 40px;">a. Executive Cars – PhP 1,000/hour</p> | |
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*Schedules are subject to change and will be provided ahead once confirmed.

ELIGIBILITY

- Tour Operator must be with a valid DOT Accreditation
- If a Tourist Land Transport Operator with a Certificate issued by the LTFRB and also accredited by DOT as a tourist transport
- Must have PHILGEPS Platinum Certificate
- Personnel must have at least 3 years' experience/expertise in providing tour and land transportation service
- The company must be in business operations for at least 3 years
- Provide point person/coordinators/dispatchers during the arrival of the delegates, during the event proper, to include the departure of all the delegates
- Vehicles and drivers must be available in case of overtime
- Cost of RT PCR test is charged to the account of the awarded transport provider
- Provide/assign additional drivers if necessary, subject to the same qualifications of the drivers mentioned above

BUDGET FOR THE CONTRACT

- Approved Budget for the Contract (ABC) = Php 965,999.79 net (inclusive of applicable taxes)
- Payment shall be based on the actual usage of vehicles provided, including cost of the fuel and driver's salaries, among others but shall not exceed the total contract price (with regard to the type of vehicle, total time of usage, and destination of trip)
- Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable

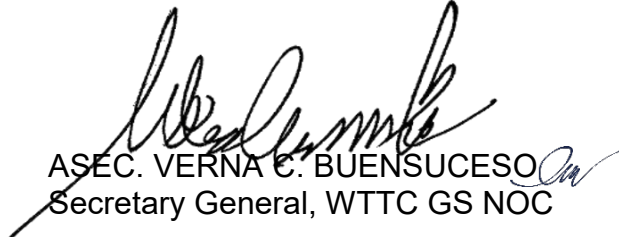
- Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay
- Send bill to the Department of Tourism.

Prepared by:

Approved by:



ERNESTO S. TESTON
Head, Transportation Committee



ASEC. VERNA C. BUENSUCESO
Secretary General, WTTC GS NOC

**WTTC GLOBAL SUMMIT
SUMMIT MAIN PROGRAM SCHEDULE
As of March 2, 2022**

| WTTC Global Summit 2022 - Manila, The Philippines - Provisional Schedule V10 | | | | | |
|---|--|--|---|--|---|
| | WEDNESDAY 20 APRIL | | THURSDAY 21 APRIL | | FRIDAY 22 APRIL |
| 07:30 - 07:45 | | | | | |
| 07:45 - 08:00 | | | | | |
| 08:00 - 08:15 | | | AGM - 0800-0915 Manila Ballroom, Marriott | | |
| 08:15 - 08:30 | | | | | |
| 08:30 - 08:45 | | | | | |
| 08:45 - 09:00 | | | | | |
| 09:00 - 09:15 | | | | | |
| 09:15 - 09:30 | | | | | Summit Sessions (9:00 - 10:15) Ballroom B, C & D |
| 09:30 - 09:45 | | | | | |
| 09:45 - 10:00 | | | | | |
| 10:00 - 10:15 | | | Opening Ceremony and Global Summit Session 1 (09:45 - 12:05) Ballroom B, C & D | | Break (10:15-11:10) |
| 10:15 - 10:30 | | | | | |
| 10:30 - 10:45 | | | | | |
| 10:45 - 11:00 | | | | | |
| 11:00 - 11:15 | | | | | |
| 11:15 - 11:30 | | | | | |
| 11:30 - 11:45 | | | | | |
| 11:45 - 12:00 | | | | | Summit Sessions and Closing Ceremony (11:10 - 14:30) Ballroom B, C & D |
| 12:00 - 12:15 | | | | | |
| 12:15 - 12:30 | | | | | |
| 12:30 - 12:45 | | | Summit Lunch (12:05 - 13:15) | | |
| 12:45 - 13:00 | | | | | |
| 13:00 - 13:15 | Global Leaders Dialogue Finger Buffet Lunch Marriott Main Hotel Lobby - tbc | | Summit Sessions (13:15 - 15:30) Ballroom B, C & D | | |
| 13:15 - 13:30 | | | | | |
| 13:30 - 13:45 | | | | | |
| 13:45 - 14:00 | | | | | |
| 14:00 - 14:15 | GLD Family Photo Either staircase by lobby or gardens overlooking golf course | | | | |

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| 14:15 - 14:30 | Global Leaders Dialogue (1415-1600) Manila Ballroom, Marriott Hotel | | Light refreshments /Lunch | | | |
| 14:30 - 14:45 | | | | | | |
| 14:45 - 15:00 | | | | | | |
| 15:00 - 15:15 | | | | | | |
| 15:15 - 15:30 | | | | | | |
| 15:30 - 15:45 | | | | | | |
| 15:45 - 16:00 | | | | | | |
| 16:00 - 16:15 | | | Break (15:30-16:15 - 45 mins) | | | |
| 16:15 - 16:30 | | | | | | |
| 16:30 - 16:45 | | | Summit Sessions (16:15 - 18:00) Ballroom B, C & D | | | |
| 16:45 - 17:00 | | | | | | |
| 17:00 - 17:15 | ExCom Reception First floor lobby, Ayuntamiento Photo on stairs | Advisors Circle - Reception Marriott Main Hotel Lobby - tbc | | | | |
| 17:15 - 17:30 | | | | | | |
| 17:30 - 17:45 | ExCom Marble Hall, Ayuntamiento | Advisors Circle Manila Ballroom, Marriott Hotel | | | | |
| 17:45 - 18:00 | | | | | | |
| 18:00 - 18:15 | | | | | | |
| 18:15 - 18:30 | | | | | | |
| 18:30 - 18:45 | | | | | | |
| 18:45 - 19:00 | | | | | | |
| 19:00 - 19:15 | | | | | | |
| 19:15 - 19:30 | | | | | | |
| 19:30 - 19:45 | Members & VIP Reception & Dinner Malacañang Palace | Welcome Dinner (incl Media) Cove Manila at Okada Manila | Reception Fort Santiago | | | |
| 19:45 - 20:00 | | | Gala Dinner Fort Santiago | | | |
| 20:00 - 20:15 | | | | | | |
| 20:15 - 20:30 | | | | | | |
| 20:30 - 21:00 | | | | | | |
| 21:00 - 21:15 | | | | | | |
| 21:15 - 21:30 | | | | | | |
| 21:30 - 21:45 | | | | | | |
| 21:45 - 22:00 | | | | | | |

**WORLD TRAVEL AND TOURISM COUNCIL GLOBAL SUMMIT
SHUTTLE SERVICE SCHEDULE (AIRPORT/HOTEL TRANSFERS)
April 2022**

(These are approximations only)

| PARTICULAR | VENUE | DATE | TIME | NO. OF PAX | VEHICLE WITH 10 SEATS | SOCIAL DISTANCING |
|-------------------------|--|-----------------|-------------|-------------------|------------------------------|--------------------------|
| Airport/Hotel Transfers | Airport to Hotel | April 17 | TBA | TBA | 10 | 10 |
| Airport/Hotel Transfers | Airport to Hotel | April 18 | TBA | TBA | 10 | 10 |
| Airport/Hotel Transfers | Airport to Hotel | April 19 | TBA | TBA | 10 | 10 |
| Hotel/Airport Transfers | Hotel to Airport | April 23 | TBA | TBA | 10 | 10 |
| Hotel/Airport Transfers | Hotel to Airport | April 24 | TBA | TBA | 10 | 10 |
| Hotel/Airport Transfers | Hotel to Airport | April 25 | TBA | TBA | 10 | 10 |
| Hotel/Airport Transfers | Airport to Airport or Hotel to Airport /Airport to Hotel | beyond April 25 | TBA | TBA | TBA | TBA |

- Vehicles to be used for the hotel/airport transfers are fixed at 10 units/day given that distance between airport and official hotels are pegged at 10-20 minutes travel time only making it easy to replenish vehicles either way.
- Additional buses/vehicles will be supplied for bulk departure/arrivals c/o the sponsoring transport company. Winning transport provider will pay for the driver's salaries and fuel cost.
- Airport Vehicles will be required and advised way ahead to select WTTC delegates who will extend their stay for leisure and would need transfers. This could mean beyond April 25, if required. This will form part of the overall actual bill.