

TERMS OF REFERENCE

I. PROJECT: 2017 Product and Marketing Conference

II. BACKGROUND:

Group Name	:	2017 Product and Marketing Conference
No. of Pax	:	150 pax
Date/Period Covered	:	December 08 to 14, 2017
Destinations	:	Manila / Camiguin / Siargao / Davao / Manila

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a local tour operator and/or hotel in the Philippines engaged in the business of providing tour packages or its components and room accommodations to handle and coordinate the ground arrangements for the 2017 Product and Marketing Conference.

The primary goal of the conference is to develop synergy in the planning and conduct of programs and activities of DOT's different sectors and its attached agencies in the fields of product development, market development, and tourism promotion, and investment promotion. This annual activity serves as a venue for the overseas offices to discuss developments in the tourism industry, and report their accomplishments.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Willing to provide services on send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

LOT 1: PRE-TOURS AND TRANSPORTATION

- 1) Transportation service requirements including:
 - a. Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:
 - i. Morning flight (between 8:00 AM to 11:00 AM) from Manila to Camiguin on December 8 (20 pax)
 - ii. Morning flight (between 8:00 AM to 11:00 AM) from Manila to Siargao on December 8 (20 pax)
 - iii. Morning flight (between 8:00 AM to 11:00 AM) from Manila to Davao on December 8 (20 pax)
 - iv. Afternoon flight (between 2:00 PM and 7:00 PM) from Camiguin to Manila on December 10 (20 pax)
 - v. Afternoon flight (between 2:00 PM and 7:00 PM) from Siargao to Manila on December 10 (20 pax)
 - vi. Afternoon flight (between 2:00 PM and 7:00 PM) from Davao to Manila on December 10 (20 pax)
 - b. Airport hotel transfer – based on 1a above and upon arrival/departure from Manila
 - c. Transfers for the tours
- 2) Cover all accommodations on single occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:

- a. December 8 to 10 (3D/2N) – any deluxe hotel in Camiguin (20 deluxe rooms)
 - b. December 8 to 10 (3D/2N) – any deluxe hotel in Siargao (20 deluxe rooms)
 - c. December 8 to 10 (3D/2N) – any deluxe hotel in Davao (20 deluxe rooms)
request for late check-out or provision of wash-up rooms for 20 pax on December 10
- 3) 3D/2N guided tours to include local guides' fees, entrance fees and service charges in Camiguin, Siargao and Davao on December 8-10, 2017:
 - 4) All meal requirements (breakfast, lunch and dinner) on December 8 to 10, 2017
 - 5) Secretariat van from December 10 to 13 (10 hours/day)

LOT 2: ACCOMMODATION AND CONFERENCE VENUE

- 1) Room accommodations on single and twin-sharing occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:
 - a. December 10 to 14 (4D/3N) – any deluxe serviced-apartment/apartelle in Makati (75 deluxe rooms)
- 2) Arrangement of the following functions/activities:
 - a. Meeting Package (must be the same resort where the delegates are billeted)
 - i. DATE AND TIME: December 11 to 12 | 8:00 AM – 7:00 PM
December 13 | 8:00 AM – 5:00 PM
 - ii. PAX: 150 pax
 - iii. INCLUSIONS:
 - 1. AM Snacks, Lunch, PM Snacks, and free-flowing coffee and tea
 - 2. Use of rooms equipment such as laptop, projector, sound system
 - 3. Conference supplies such as whiteboard, flipcharts, pads, pencils, etc.
 - b. Meals
 - i. Welcome Dinner on December 11
 - ii. Farewell Dinner on December 12

VI. BUDGET

LOT 1: PHP 1,990,535.60
 LOT 2: PHP 5,178,900.00

VII. PROJECT OFFICER/CONTACT PERSON:

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Note: Cost of items in quotation should be broken down.

The winning bid, however, shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred.

IX. OTHER INSTRUCTIONS

All goods are grouped in lots below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.