

## TERMS OF REFERENCE

### I. PROJECT

#### Indian Mega Familiarization Tour

### II. BACKGROUND

Group Name : Indian Mega Familiarization Tour  
No. of Pax : 14 Indian Travel Trade, 6 Wedding organizers/planners/agents,  
3 DOT- India Official, and 4 DOT MDG-India Official and project officer  
100 pax for business-to-business (B2B) meeting  
Date Covered : September 13 - 21, 2017  
Destinations : Boracay, El Nido – Palawan, Metro Manila

### III. PURPOSE/OBJECTIVES

- Indian mega fam tour group is composed of 14 Indian travel trade, 6 wedding organizers/planners/agents, 3 DOT- India official/project officers who will act as tour coordinators. Accordingly, 3 DOT MDG-India official and project officers will accompany the group during the tour and 1 project officer, also from DOT MDG-India, will coordinate the business-to-business meeting.
- The main goal of this fam is to further make the Philippines as a must experience destination in Asia and a destination of choice for Indian travelers specially the wedding segment.
- The fam also aims to introduce destinations, showcase the tourism products, and educate the travel trade and wedding planners on the country's readiness to accommodate these Indian tourists as well as other activities that Indian travelers look for in our destinations.

### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be DOT-accredited tour operator
- b) Preferably specializing in the market concerned
- c) Willing to provide services on send-bill arrangement

### V. SCOPE OF WORK/DELIVERABLES

DATE	DESTINATION	REQUIREMENTS
September 13 Wednesday	Metro Manila/Boracay	<ul style="list-style-type: none"><li>• Airline tickets from Manila to Caticlan inclusive of terminal fees for 25 pax</li><li>• Transfers (vans, airconditioned) for 25 pax inclusive of parking fees to pick-up the group from Caticlan International Airport to resort in Boracay</li><li>• Accommodation with breakfast:<ul style="list-style-type: none"><li>- Travel Trade Group - 16 single de luxe rooms in a de luxe/five star hotel or triple A resort (located in Station 1 or 2)</li><li>- Wedding Planners Group – 7 single rooms and 1 double room in a de luxe/five star or triple A resort (located in Puka beach area)</li></ul></li><li>• Lunch and dinner for 25 pax each meal in a restaurant/hotel/resort or alfresco offering Indian, Filipino or International cuisines</li><li>• Provision of bottled drinking water</li><li>• Travel insurance for 25 pax</li></ul>

September 14 Thursday	Boracay	<ul style="list-style-type: none"> <li>❖ Travel Trade Group - Transportation rental of four (4) e-trikes for 6 hours inclusive of parking fees to be used during the inspection of properties</li> <li>❖ Wedding Planners Group: <ul style="list-style-type: none"> <li>- Boat rental for island hopping, swimming, rental of equipment for snorkeling, helmet diving, and parasailing for 9 pax</li> </ul> </li> <li>• Accommodation with breakfast: <ul style="list-style-type: none"> <li>- Travel Trade Group - 16 single de luxe rooms in a de luxe/five star hotel or triple A resort (located in Station 1 or 2)</li> <li>- Wedding Planners Group – 7 single rooms and 1 double rooms in a de luxe/five star or triple A resort (located in Puka beach area)</li> </ul> </li> <li>• Lunch and dinner for 25 pax each meal in a restaurant/hotel/resort or alfresco offering Indian, Filipino or International cuisines</li> <li>• Provision of bottled drinking water</li> <li>• Travel insurance for 25 pax</li> <li>• English-speaking tour guides (2 pax)</li> </ul>
September 15 Friday	Boracay  Boracay/El Nido	<ul style="list-style-type: none"> <li>❖ Travel Trade Group: <ul style="list-style-type: none"> <li>- Transportation rental of four (2) e-trikes for 4 hours inclusive of parking fees to be used during the inspection of properties</li> <li>- Boat rental for island hopping, swimming, rental of equipment for snorkeling, helmet diving, parasailing, and yellow submarine for 16 pax</li> <li>- Accommodation with breakfast: 16 single de luxe rooms in a de luxe/five star hotel or triple A resort (located in Station 1 or 2)</li> <li>- Lunch and dinner for 16 pax each meal in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisines</li> <li>- Provision of bottled drinking water</li> </ul> </li> <li>❖ Wedding Planners Group: <ul style="list-style-type: none"> <li>- Transportation rental of two (2) e-trikes for 5 hours inclusive of parking fees to be used during the inspection of properties</li> <li>- Transfers (vans, airconditioned) for 9 pax inclusive of parking fees to pick-up the group from resort in Boracay to Caticlan Int'l Airport</li> <li>- Airline tickets from Caticlan Airport to El Nido Airport inclusive of terminal fees for 9 pax</li> <li>- Prepaid baggage allowance of 10kls/pax for 9 pax</li> <li>- Transfers (vans, airconditioned) for 9 pax inclusive of parking fees to pick-up the group from El Nido Airport to El Nido Resort</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Accommodation with breakfast – 7 single rooms and 1 double rooms in a de luxe/five star or triple A resort (located in Lagen Island)</li> <li>- Lunch (Boracay) and Dinner (Lagen Island) for 9 pax in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisines</li> <li>- Provision of non alcoholic drinks during lunch and dinner for 9 pax</li> </ul> <ul style="list-style-type: none"> <li>• English-speaking tour guide (2 pax)</li> <li>• Travel insurance for 25 pax</li> </ul>
<p>September 16 Saturday</p>	<p>Boracay/El Nido</p> <p>El Nido</p>	<ul style="list-style-type: none"> <li>❖ Travel Trade Group: <ul style="list-style-type: none"> <li>- Transfers (vans, airconditioned) for 16 pax inclusive of parking fees to pick-up the group from resort in Boracay to Caticlan International Airport</li> <li>- Airline tickets from Caticlan Airport to El Nido Airport inclusive of terminal fees for 16 pax</li> <li>- Prepaid baggage allowance of 10kls/pax for 16 pax</li> <li>- Transfers (vans, airconditioned) for 16 pax inclusive of parking fees to pick-up the group from El Nido Airport to El Nido Resort</li> <li>- Accommodation with breakfast – 16 single rooms in a de luxe/five star or triple A resort (located in Lagen Island)</li> <li>- Lunch (Boracay) for 16 pax in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisines</li> <li>- Provision of bottled drinking water</li> <li>- English-speaking tour guide in Boracay (1 pax)</li> <li>- Dinner (Lagen Island) for 16 pax in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisines</li> </ul> </li> <li>❖ Provision of non alcoholic drinks during lunch and dinner for 16 pax</li> <li>❖ Wedding Planners Group: <ul style="list-style-type: none"> <li>- Accommodation with breakfast – 7 single rooms and 1 double rooms in a de luxe/five star or triple A resort (located in Lagen Island)</li> <li>- Lunch and Dinner for 9 pax in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisines</li> <li>- Provision of non alcoholic drinks during lunch and dinner for 9 pax</li> </ul> </li> <li>• Travel insurance for 25 pax</li> </ul>

September 17 Sunday	El Nido	<ul style="list-style-type: none"> <li>• Accommodation with breakfast - 23 single and 1 double de luxe rooms in a de luxe/five star hotel (located in Lagen Island)</li> <li>• Lunch and dinner for 25 pax each meal in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisine</li> <li>• Provision of non alcoholic drinks during lunch and dinner for 25 pax</li> <li>• Day Spa Tour with participants experiencing the Philippine traditional massage like hilot, etc. for 25 pax</li> <li>• Travel insurance for 25 pax</li> </ul>
September 18 Monday	El Nido           Metro Manila	<ul style="list-style-type: none"> <li>• Transportation in El Nido town (3 vans, airconditioned) inclusive of parking fees to pick up the group from the resort and to be used for the rest of the day</li> <li>• Lunch for 25 pax in a restaurant/hotel/resort or alfresco offering Indian, Filipino or international cuisine</li> <li>• Provision of non alcoholic drinks during lunch for 25 pax</li> <li>• English speaking tour guide in El Nido town (2 pax)</li> <li>• Airline tickets from El Nido Airport to Manila domestic airport inclusive of terminal fees for 25 pax</li> <li>• Prepaid baggage allowance of 10kls/pax for 25 pax</li> <li>• Transfers (6 vans, airconditioned) inclusive of parking fees to pick-up the group (25 pax) from Manila airport to hotel in Metro Manila</li> <li>• Transfers (1 van, airconditioned) inclusive of parking fees to pick-up 1 pax from NAIA to hotel in Metro Manila</li> <li>• Accommodation with breakfast - 24 single rooms and 1 double room in a de luxe rooms in a de luxe/five star hotel (located in Entertainment City, Parañaque City)</li> <li>• Lunch for 1 pax in a restaurant/hotel or alfresco offering Indian, Filipino or international cuisine</li> <li>• Dinner for 26 pax in a restaurant/hotel or alfresco offering Indian, Filipino or international cuisine</li> <li>• Provision of bottled drinking water</li> <li>• Travel insurance for 26 pax</li> </ul>
September 19 Tuesday	Metro Manila	<ul style="list-style-type: none"> <li>• Accommodation with breakfast - 24 single rooms and 1 double room in a de luxe rooms in a de luxe/five star hotel (located in Entertainment City, Parañaque City)</li> <li>• Transportation in Metro Manila (3 vans, airconditioned) inclusive of parking fees to pick up the group from the hotel and to be used for the rest of the day</li> <li>• Lunch and Dinner for 26 pax in a restaurant/hotel or alfresco offering Indian, Filipino or international cuisine</li> <li>• The Amazing Show tickets for 27 pax</li> </ul>

		<ul style="list-style-type: none"> <li>• Provision of bottled drinking water</li> <li>• Travel insurance for 26 pax</li> <li>• English speaking tour guide (2 pax)</li> </ul>
September 20 Wednesday	Metro Manila	<ul style="list-style-type: none"> <li>• Accommodation with breakfast - 24 single rooms and 1 double room in a de luxe rooms in a de luxe/five star hotel (located in Entertainment City, Parañaque City)</li> <li>• Function room for 100 pax for business-to-business meeting (B2B) to include meals, sound system, screen, rostrum, and stage or platform (located in Metro Manila)</li> <li>• Transportation in Metro Manila (3 vans, airconditioned) inclusive of parking fees to pick up the group from the hotel and to be used for the rest of the day</li> <li>• Dinner for 26 pax in a restaurant/hotel or alfresco offering Indian, Filipino or international cuisine</li> <li>• Travel insurance for 26 pax</li> <li>• Provision of bottled drinking water</li> <li>• English speaking tour guide (2 pax)</li> </ul>
September 21 Thursday	Metro Manila	<ul style="list-style-type: none"> <li>• Lunch for 26 pax in a restaurant/hotel/ or alfresco offering Indian, Filipino or international cuisine</li> <li>• Transfers (6 vans, airconditioned) inclusive of parking fees to pick-up the group from hotel in Manila to Manila Int'l Airport</li> <li>• Travel insurance for 26 pax</li> </ul>

Note:

1. There is no need for the tour operator to accompany the group, however, should the tour operator decide and insists to accompany the group for their own personal or business purposes, the expenses to be incurred must not be charged to DOT as overhead/operational expenses.
2. The winning tour operator should provide tour coordinator.

**VI. BUDGET**

1. Total estimated budget is **Php4,054,621.16**
2. Bidders are required to submit a detailed breakdown of all package components.
3. The DOT through Market Development Group - India, will endeavor to secure sponsorship (e.g. accommodation, meals, transportation, entrance fees, tours), to bring down actual implementation costs. The cost of said sponsorship will then be deducted from the total package cost. In the same manner, DOT will also try to negotiate for preferential rates (e.g. accommodation, entrance fees, tours), the same must not be marked up by the tour operator.

**VII. PROJECT OFFICER/CONTACT PERSON**

Mr. Juanito A. Sayo  
DOT MDG - India  
Tel. No. 459-5200 locals 522 and 521; Mobile No. 0932-7452210

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