

TERMS OF REFERENCE

- I. BIDDER** : **TOUR OPERATOR / GROUND HANDLER**
- II. PROJECT TITLE** : Tourism Development Sector Team Building
- III. BACKGROUND** : The Tourism Development Sector which is composed of the Office of Tourism Development Planning, Research and Information Management (OTPRIM) and Office of the Product and Market Development (OPMD), formerly known as Market Development Group (MDG), will conduct its first ever team building in Dumaguete on April 28-30, 2018.
- Destination : Dumaguete, Negros Oriental
- No. of Pax : 100 pax
- Date of Implementation : April 28 – 30, 2018

IV. PURPOSE/OBJECTIVES:

The Philippine Department of Tourism (PDOT) is in need of the services of tour operator / ground handler in the Philippines engaged in the business of accommodation.

The conduct of the teambuilding has the following objectives:

1. To evaluate the performance of the sector for the previous year and prepare for the upcoming programs of the next fiscal year.
2. To identify the strengths and weaknesses of the sector and services that are provided to address the issues and challenges encountered.
3. To foster unity and camaraderie among the members of the sector to deliver quality services to colleagues and tourism stakeholders.

V. MINIMUM REQUIREMENTS FOR SUPPLIERS:

- a. Must be DOT-accredited
- b. Must be willing to provide services on send –bill arrangement

VI. SCOPE OF WORK DELIVERABLES

Following are the services required by DOT:

A. ROUNDTrip DOMESTIC AIR TICKETS

- April 28, 2018 MNL-DGT
via PR2545 ETD: 0840H ETA:1010H (for 45pax)
via 5J623 ETD: 0440H ETA:0615H (for 10 pax)
via 5J625 ETD: 0635H ETA:810H (for 45 pax)
- April 30, 2018 DGT-MNL (preferably after lunch flight)
via PR2544 ETD:1345H ETA:1510H (for 50 pax)
via 5J630 ETD: 1700H ETA:1020H (for 50 pax)
- With at least 15kgs baggage allowance per person(roundtrip)
- With travel insurance

B. ACCOMMODATION:

- 2-Nights' Accommodation in a two-three Star Resort/Hotel (1 or 2 Resorts preferably beach front in Dauin Area)

- 6 Single rooms
- 10 Twin Sharing rooms
- 16 Triple Sharing rooms
- 9 Quad sharing Rooms

C. TRANSFERS

- From DOT Office to NAIA and v.v.
 - 2 Buses (45pax/bus) and 1 Van (advance party for 6pax)
- From Dumaguete Airport to Hotel
 - 10 vans (10pax/van) or 2 Buses (50pax/bus)
(Depending on available transportation vehicles)
- From resort to local restaurant
 - 10 vans (10pax/van) or 2 Buses (50pax/bus)
(Depending on available transportation vehicles)
- From resort to shopping area
 - 10 vans (10pax/van) or 2 Buses (50pax/bus)
(Depending on available transportation vehicles)

D. MEALS

- 2 Buffet Breakfast
- 3 Lunch (Buffet)
- 1 Welcome Dinner (Filipino Festive Dinner with Band)
- 1 Buffet Dinner with Karaoke

E. TOUR ACTIVITIES

- City Tour
- Apo Island Tour with snorkeling
- Discover Scuba Diving (50 pax)
- Open Water Dive (15 pax)

F. Travel Souvenir

- Team Building Shirt (100pax)
- Travel Kit (Snorkeling Gear, Alcohol, wet tissue, Off-lotion, candies and bottled water)

VII. BUDGET

Total budget allocation is **PHP 3,780,000.00**

The winning bidder 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.

VII. CONTACT PERSON

Contact Person : **BUENA CARLA ZALDIVIA / SOLEIL TROPICALES**
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