

TERMS OF REFERENCE

I. BIDDER : Tour Operator

II. PROJECT TITLE : Mega Familiarization Trip to the Philippines for the Thai Travel Agents and Media; and B2B Meeting

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing domestic air tickets, tours, and ground handling services.

IV. MINIMUM REQUIREMENTS :

- A. Must be accredited by the PDOT
- B. Must be willing to provide services on send – bill arrangement
- C. Has actual experience in handling special interest and travel trade groups
- D. Preferably with experience in handling Thai market

**V. SCOPE AND WORK DELIVERABLES :
MINIMUM REQUIREMENTS**

- Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
- Ground arrangement for tour package (inclusive of round trip domestic airfare, terminal fees, roundtrip airport transfers with luggage provisions, service of guides, tours, single/twin sharing accommodation, and full board meals)
- Provision of participant's guidebook
- Provision of airport representatives to assist guests upon arrival and departure in airport
- Provision of first aid medical kit for the participants
- Provision of tour coordinator to monitor the guests and assist in the implementation of the project

a. Accommodation Requirements: Must be DOT Accredited ✓

- Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Manila, Bohol, Coron and Legazpi on the following dates for:

	Check in	Check out
<ul style="list-style-type: none"> • (20) Single room • (51) Twin room 	1. Nov. 03, 2018 (Manila – 1 st Call)	1. Nov. 04, 2018 (Manila - 1 st Call)
<ul style="list-style-type: none"> • (7) Single room • (18) Twin room 	2. Nov. 04, 2018 (Bohol Leg)	2. Nov. 06, 2018 (Bohol Leg)
<ul style="list-style-type: none"> • (7) Single room • (18) Twin room 	3. Nov. 03, 2018 (Coron Leg)	3. Nov. 06, 2018 (Coron Leg)
<ul style="list-style-type: none"> • (7) Single room • (18) Twin room 	4. Nov. 04, 2018 (Legazpi Leg)	4. Nov. 06, 2018 (Legazpi Leg)
<ul style="list-style-type: none"> • (20) Single room 	4. Nov. 06, 2018 (Manila – 2 nd Call)	4. Nov. 09, 2018 (Manila – 2 nd Call)
<ul style="list-style-type: none"> • (51) Twin room 	*4. Nov. 06, 2018 (Manila – 2 nd Call)	*4. Nov. 08, 2018 (Manila – 2 nd Call)

b. Transportation Service Requirements: Must be DOT Accredited, air-conditioned vehicle, seating capacity for the ff: Buses: 49 seats, Coaster: 33 seats, Van: 10 seats

b.1 Airport – Hotel Transfer with luggage vehicle for the following dates:

Name	Unit	Date	Pick-up time	Flight Details
TA & Media; PDOT	120 pax	3 Buses + 1 Coaster	Nov. 03	ETA 1445H – Manila 5J 930 ETD 1010H / ETA 1445H (Flight Schedule might change prior to arrival)
	42 pax	1 Bus + 1 Van	Nov. 04	ETD 0555H – Manila ETA 0730H – Tagbilaran, Bohol 5J 619 ETD 0555H / ETA 0730H (Manila to Tagbilaran flight)
		1 Bus + 1 Van	Nov. 06	ETD 0500H – Tagbilaran ETA 0925H – Manila 5J 620 ETD 0800H / ETA 0925H (Tagbilaran to Manila flight)
	42 pax	5 Vans	Nov. 04	ETD 0400H – Manila (1 st Batch) ETA 0720H – Coron DG 6041 ETD 0600H / ETA 0720H (Manila to Coron flight)
				ETD 0700H – Manila (2 nd Batch) ETA 1100H – Coron DG 6057 ETD 0935H / ETA 1100H (Manila to Coron flight)
	42 pax	5 Vans	Nov. 06	ETD 0600H – Coron ETA 0930H – Manila DG 6042 ETD 0810H / ETA 0930H (Coron to Manila flight)
		1 Bus + 1 van	Nov. 04	ETD 0440H – Manila ETA 0550H – Legazpi 5J 321 ETD 0440H / ETA 0550H (Manila to Legazpi flight)
		1 Bus + 1 Van	Nov. 06	ETD 1400H – Legazpi ETA 2010H – Manila 5J 328 ETD 1850H / ETA 2010H (Legazpi to Manila flight)
	120 pax	3 Buses + 1 Coaster	Nov. 08	ETD 0615H – Manila 5J 929 ETD 0615H / ETA 0845H (Manila to Bangkok flight)

b. 2 Transfer in the following destinations:

Particulars	Unit	Date	Destination
Manila Leg (1 st Call & 2 nd Call)	3 Buses 1 Coaster	Nov. 03; 7-8, 2018	<ul style="list-style-type: none"> Transfer for the Ocular Inspection of selected properties Transfer for Intramuros Tour (Travel Agents) and Binondo Tour (Media) Transfer in Manila and

			Makati area
Bohol Leg	1 Bus + 1 Van	Nov. 04-06, 2018	<ul style="list-style-type: none"> • Transfer for the Countryside Tour; Bohol Bee Farm • Transfer in Panglao and Bohol area • Transfer for the Ocular Inspection of the selected properties
Coron Leg	5 Vans	Nov. 04-06, 2018	<ul style="list-style-type: none"> • Transfer in Coron area • Transfer for Coron City Tour • Transfer for Ultimate Coron Island Tour • Transfer for the Ocular Inspection of selected property
Legazpi Leg	1 Bus + 1 Van	Nov. 04-06, 2018	<ul style="list-style-type: none"> • Transfer in Legazpi and Sorsogon area • Transfer for Legazpi City Tour, Lignon Hill, etc. • Transfer to Donsol, Sorsogon • Transfer for the Ocular inspection of selected properties

c. Guided Tours and Other Requirements: Must be DOT Accredited

- to include guide fee's in Manila, Bohol, Coron and Legazpi, giveaway or tour kit should include hand sanitizer, insect repellent; and sustainable product like permanent water container and straw ID lace, etc.

NOV. 04	NOV. 05	NOV. 06
Bohol Leg: <ul style="list-style-type: none"> • Countryside Tour (Chocolate Hills, Tarsier, Loboc River Cruise, Bohol Bee Farm) Coron Leg: <ul style="list-style-type: none"> • Coron City Tour (Mt. Tapyas, Maquinit Hot Spring) Legazpi Leg: <ul style="list-style-type: none"> • Legazpi City Tour (Old Churches, Cagsawa Ruins, Shopping, etc.) • Lignon Hill (ATV Ride in Lava with zip line) • Culinary Tour (Sili Ice Cream and Pili Nuts demo) 	Bohol Leg: <ul style="list-style-type: none"> • Panglao Island Hopping Tour (Dolphin and Whale Watching, Balicasag Island Snorkeling, Balicasag Island and Virgin Island) Coron Leg: <ul style="list-style-type: none"> • Ultimate Coron Island Tour (Kayangan Lake, Twin Lagoon, Baracuda Lake & CYC Beach, etc.) Legazpi Leg: <ul style="list-style-type: none"> • Donsol Whaleshark Encounter & Firefly Watching 	Travel Agents: <ul style="list-style-type: none"> • Intramuros Tour (Rizal Park, Bagumbayan, Fort Santiago, Casa Manila, etc.) Media: <ul style="list-style-type: none"> • Intramuros + Binondo Tour

d. Meal Requirements:

-must comply with the dietary requirements (TBA)

NOV. 03	NOV. 04	NOV. 05	NOV. 06	NOV. 07
Lunch and Dinner for 126 pax	Bohol Leg: Lunch included in the tour package and Dinner for 42 pax; Coron Leg: Lunch included in the tour package and Dinner for 42 pax; and Legazpi Leg:	Bohol Leg: Lunch included in the tour package and Dinner for 42 pax; Coron Leg: Lunch and Dinner for 42 pax; and Legazpi Leg:	Lunch and Dinner for 126 pax	Lunch for 126 pax

	Lunch and Dinner for 42 pax	Lunch included in the tour package and Dinner for 42 pax		
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e. Domestic Airline Ticket (RT) Requirements:

Destination	Name	Date	Flight Details
Bohol Leg	(1) pax OPMD Rep	Nov. 04, 2018	Must be in Tagbilaran by 0700H not later than 0730H
		Nov. 06, 2018	Must be in Manila by 1600H not later than 1610H
Coron Leg	(1) pax OPMD Rep	Nov. 04, 2018	Must be in Coron (Busuanga) by 1200H not later than 1215H
		Nov. 06, 2018	Must be in Manila by 1500H not later than 1510H
Legazpi Leg	(1) pax OPMD Rep	Nov. 04, 2018	Must be in Legazpi by 0530H not later than 0600H
		Nov.06, 2018	Must be in Manila 1500H not later than 1515H

f. B2B Meeting and Farewell Dinner Reception Requirements:

- venue for the B2B and Farewell Reception in the same hotel and Must be DOT Accredited

Date	Time	Particulars/ Name of Event
Oct. 24, 2018	1500H – 1830H	B2B Networking Session <ul style="list-style-type: none"> - Function room for 250 pax - With snacks, flowing coffee, etc.
	1900H – 2000H	Farewell Dinner Reception with entertainment <ul style="list-style-type: none"> - Function room for 250 pax

VI. BUDGET

Particulars	Budget (PHP)
Accommodation	PHP 4,634,120.00
Meals and Tours	PHP 2,249,170.00
Transportation	PHP 323,992.00
B2B Meeting and Farewell Dinner Reception	PHP 675,000.00
GRAND TOTAL	PHP 7,882,282.00

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:
 - Original hotel manifest
 - Original trip tickets of land transfer and boat transfers (coaster, bus, van, boat etc.)
 - Detailed report of the project with photo documentation
 - Photocopy of Tour Guide IDs; and DOT Certification for Transportation companies and Hotel/Resort properties as proof DOT Accreditation

Cost proposal must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

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 :

MS. MIAH ADAO / MS. ZENY PALLUGNA

Address :

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