

Line Item Breakdown

A. Lot 1: International and Local Air Tickets – Php 2,450,000.00

B. Lot 2: Ground Arrangements

b.1 Accommodation – Php 1,621,000.00

b.2 Meals – Php 1,132,000.00

b.3 Transportation – Php 423,000.00

b.4 Tours - Php 640,000.00

b.5 Supplies, Equipment, Misc. - Php 220,000.00

b.6 Preparatory Arrangements - Php 60,000.00

C. Total Amount of the Project: Php 6,546,000.00

TERMS OF REFERENCE
LOT 1: International Air Tickets

*Total Amount: **Php 2,450,000.00***

TERMS OF REFERENCE

International Air Tickets

Background

The ASEAN Plus Three Tourism Youth Summit is in its final year of implementation. For 2017 - the culminating year of the program, Thailand and The Philippines shall consecutively host a two-country series of activities covering various topics and related activities as well as technical tours for a deeper comprehension on the issues covered by the program. The Summit shall once again invite tourism students as youth representatives, an NTO representative, and a program alumni from the previous 3 years of the program. The Summit will run for a total of 13 days inclusive of travel time, opening in Thailand on 18 September 2017, and moving to The Philippines on 24 to 30 September 2017 with the program's Culminating Activity.

The ASEAN Plus Three Tourism Students Summit was convened for the first time in Bangkok and Pattaya from 19 to 26 October 2014 as part of Thailand's commitment in the implementation of the ASEAN Plus Three Tourism Cooperation Work Plan 2013 – 2017 adopted during the 12th Meeting of ASEAN, China, Japan and ROK Tourism Ministers in January 2013 in Vientiane, Lao PDR, wherein the Philippines and Thailand were selected as the lead country coordinators on the convening of an ASEAN Plus Three Tourism Students Summit. In the following year, it was The Philippine's turn to host the summit, and in 28 September to 03 October 2015, the ASEAN Plus Three Tourism Youth Summit 2015 was organized in Cebu and Bohol. In the following year, The Philippines once again hosted the Summit; from 19 to 25 June 2016 the ASEAN Plus Three Tourism Youth Summit 2016 was successfully convened in Siquijor and Dumaguete City. The three years of conducting the program was proven to effectively bridge the diverse culture of ASEAN, China, Japan, and the Republic of Korea and foster a deeper understanding among the Youth.

A. Item Thirty Two (32) Economy Class International Air Ticket from Bangkok, Thailand to Manila, Philippines | Sixty Two (62) Economy Class International Air Ticket from Manila to APT Capital Cities

B. Passengers: ASEAN Plus Three Youth, ASEAN Secretariat and ASEAN Marketing Coordinator
(Names will be forwarded by 08 September 2017)

C. Flight Itinerary:

1. Delegates to Brunei Darussalam (5 pax) via Royal Brunei*

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H
30 September 2017 | MNL-BWN | BI 684 | 1500H - 1710H

2. Delegates to Cambodia (5 pax) via Thai Airways

30 September 2017 | MNL-BKK | TG 621 | 1305H - 1520H
30 September 2017 | BKK-PNH | TG 584 | 1845H - 1955H

3. Delegates to Indonesia (5 pax) via Philippine Airlines*

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H
30 September 2017 | MNL-CGK | PR 0539 | 0935H - 1205H

4. Delegates to Lao PDR (5 pax) via Thai Airways

30 September 2017 | MNL-BKK | TG 621 | 1305H - 1520H
30 September 2017 | BKK-VTE | TG 574 | 1935H - 2045H

5. Delegates to Malaysia (5 pax) via Malaysian Airlines*

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H
30 September 2017 | MNL-KUL | MH 807 | 1250H - 1625H

6. Delegates to Myanmar (5 pax) via Thai Airways (multi-city fare)

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H
30 September 2017 | MNL-BKK | TG 621 | 1305H - 1520H
30 September 2017 | BKK-YGN | TG 305 | 1750H - 1845H

7. Delegates to Singapore (5 pax) via Philippine Airlines

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H
30 September 2017 | ICN-MNL | PR 0467 | 0810H - 1120H

8. Delegates to Thailand (5 pax) via Thai Airways

30 September 2017 | MNL-BKK | TG 621 | 1305H - 1520H

9. Delegates to Vietnam (5 pax) via Thai Airways

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H
30 September 2017 | MNL-BKK | TG 621 | 1305H - 1520H

30 September 2017 | BKK-HAN | TG 564 | 1750H - 1940H

10. Delegates to China (5 pax) via China Airlines

30 September 2017 | MNL-PEK | CA 180 | 0630H-1030H

11. Delegates to Japan (5 pax) via Philippine Airlines

30 September 2017 | MNL-NRT | PR 0432 | 1500H - 2010H

12. Delegates to Republic of Korea (5 pax) via Philippine Airlines

30 September 2017 | MNL-ICN | PR 0468 | 1435H - 1935H

13. ASEAN Secretariat*

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H

30 September 2017 | MNL-CGK | PR 0539 | 0935H - 1205H

14. ASEAN Marketing Coordinator (roundtrip fare)

24 September 2017 | BKK-MNL | TG 620 | 0740H - 1155H

30 September 2017 | MNL-BKK | TG 621 | 1305H - 1520H

Amount:

1.	Flights from Bangkok	: Php 25,500.00 x 26 pax = Php 663,000.00
2.	Flight to Brunei	: Php 19,000.00 x 5 pax = Php 95,000.00
3.	Flight to Cambodia	: Php 22,000.00 x 5 pax = Php 110,000.00
4.	Flight to Indonesia	: Php 19,000.00 x 6 pax = Php 114,000.00
5.	Flight to Lao PDR	: Php 29,000.00 x 5 pax = Php 145,000.00
6.	Flight to Malaysia	: Php 22,000.00 x 5 pax = Php 110,000.00
7.	Flight to Myanmar (multi-city)	: Php 105,000.00 x 5 pax = Php 525,000.00
8.	Flight to Singapore	: Php 15,000.00 x 5 pax = Php 75,000.00
9.	Flight to Thailand	: Php 20,000.00 x 5 pax = Php 100,000.00
10.	Flight to Vietnam	: Php 20,500.00 x 5 pax = Php 102,500.00
11.	Flight to China	: Php 33,000.00 x 5 pax = Php 165,000.00
12.	Flight to Japan	: Php 20,500.00 x 5 pax = Php 102,500.00
13.	Flight to Korea	: Php 18,500.00 x 5 pax = Php 92,500.00
14.	Flight to Thailand (roundtrip)	: <u>Php 50,500.00 x 1 pax = Php 50,500.00</u>
	Total Amount for Project	: P 2,450,000.00

Inclusive of all applicable charges and tax

Requirements:

- *Muslim Meal on board
- Ticket is rebookable, re-routable and refundable
- Regular Fare
- Tickets must be on Y Class
- Rebooking fee must be included in the total airfare
- Include Travel Insurance
- Include at least 20 KG weight allowance
- Include travel tax and fuel charges

- Show Breakdown of Quotation

Payment Procedure: Government Procedure

Contact Persons

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TERMS OF REFERENCE
LOT 2: Tour Operator – Ground Arrangements

*Total Amount: **Php 4,096,000.00***

TERMS OF REFERENCE

Tour Operator – Ground Arrangements for Manila, Dumaguete and Siquijor

Background

The ASEAN Plus Three Tourism Youth Summit is in its final year of implementation. For 2017 - the culminating year of the program, Thailand and The Philippines shall consecutively host a two-country series of activities covering various topics and related activities as well as technical tours for a deeper comprehension on the issues covered by the program. The Summit shall once again invite tourism students as youth representatives, an NTO representative, and a program alumni from the previous 3 years of the program. The Summit will run for a total of 13 days inclusive of travel time, opening in Thailand on 18 September 2017, and moving to The Philippines on 24 to 30 September 2017 with the program's Culminating Activity.

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1. ACCOMMODATION

A. Item : Deluxe Rooms

B. Details

1. Must be a DOT Accredited Hotel with Five (5) Star / Deluxe Rating
2. Pasay City / Bay Area (within 7.5 kilometre radius of NAIA)
3. All rooms must be inclusive of:
 - Breakfast (strictly with Halal section)
 - Complimentary Wi-Fi Access on all rooms and public areas
 - Complimentary bottled water / coffee / tea in room

Date	No. of rooms required		
	Single Occupancy	Double Occupancy (Twin)	Triple Occupancy
23/Sep/17	-	4 rooms @ P6,500.00/room	-
24/Sep/17	2 rooms @ P6,500/room	37 rooms @ P6,500.00/room	1 room @ P8,000.00
25/Sep/17	2 rooms @ P6,500/room	37 rooms @ P6,500.00/room	1 room @ P8,000.00
26/Sep/17	2 rooms @ P6,500/room	37 rooms @ P6,500.00/room	1 room @ P8,000.00
27/Sep/17	2 rooms @ P6,500/room	37 rooms @ P6,500.00/room	1 room @ P8,000.00
28/Sep/17	2 rooms @ P6,500/room	37 rooms @ P6,500.00/room	1 room @ P8,000.00
29/Sep/17	2 rooms @ P6,500/room	37 rooms @ P6,500.00/room	1 room @ P8,000.00
30/Sep/17	Check-out	4 rooms @ P6,500.00/room	Check-out
01/Oct/17	-	Check-out	-
TOTAL			Php 1,621,000.00

2. MEALS

A. Item : AM/PM Snacks, Lunches and Dinners

B. Details

1. Must be able to provide DOT physical and technical requirements during themed lunches/ functions.
2. Must be able to accommodate guests with dietary restrictions (i.e., halal, vegetarian, diabetic, food allergies, etc.).
3. Must be able to provide uniformed and well-trained banquet service personnel during banquets.
4. Must include the following services and amenities at the function room as indicated:
 - Free flowing coffee
 - Hot and cold water dispenser
 - Mint candies/ chips
 - Waiter service on stand-by
 - Technical person on stand-by
5. Must waive corkage fee for items which will be sourced from DOT and from event sponsor/s.
6. Must have performances/ cultural shows and other requirements as indicated.
7. Venues must be in accordance to themes per day or as indicated in the program of activities.

Date	AM Snacks	Lunch	PM Snacks	Dinner
24/Sep/17	n/a	Hotel Restaurant P 1,200 x 80 pax	n/a	<ul style="list-style-type: none"> ●Themed Welcome Dinner “Fiesta de Bienvenida” Filipiniana / Colonial-style Open Space / Courtyard venue (with Filipino cultural performances and technical set-up for short program. Rental of barong and baro’t saya outfits for delegates-60 pax must be available) <p>P1,500 x 100 pax</p>
25/Sep/17	<i>(part of tour expenses)</i>	<ul style="list-style-type: none"> ★Restaurant in San Fernando, Pampanga featuring: Filipino, Asian, Vegetarian Friendly, Vegan Options with function room <p>P1,000 x 80 pax</p>	<i>(part of tour expenses)</i>	<ul style="list-style-type: none"> Seafood Restaurant in Manila with scenic view of Manila Bay <p>P1,000 x 80 pax</p>
26/Sep/17	★On Site Caterer (University of Santo Tomas)		<i>(part of tour expenses)</i>	Themed Dinner “Manila Heritage Households”

	to provide Filipino AM Snacks and Lunch P1,000 x 100 pax			full-service restaurant and café with historic theme located in San Miguel, Manila P1,200 x 80 pax
27/Sep/17	<i>(covered by banquet expense of related event)</i>	<i>(covered by banquet expense of related event)</i>	<i>(covered by banquet expense of related event)</i>	<i>(covered by banquet expense of related event)</i>
28/Sep/17	<i>(part of tour expenses)</i>	<i>(part of tour expenses)</i>	<i>(part of tour expenses)</i>	Free choice menu on selected casual restaurants in SM Mall of Asia, Pasay City (stub/gift cheque to be arranged by tour operator) P500 x 80 pax
29/Sep/17	★Hotel function / holding room to serve AM Snacks and Lunch (International Menu) P1,500 x 80 pax		n/a	★●Themed Dinner upscale dining featuring Filipino cuisine at the Ayuntamiento de Manila (must provide technical setup for lights and sounds, dance floor and backdrop with contingent funding reflected as technical requirements) P2,500 x 100 pax ●Late Night Function Pool party with light cocktail meals and basic mobile disco and DJ setup. Pool area of the billeting hotel must be reserved for the function. (corkage must be waived for beverages to be brought in by DOT) P1,500 x 80 pax
30/Sep/17	n/a	n/a	n/a	n/a
TOTAL				Php 1,132,000.00

- ★ Requires use of function room
- Requires live performance/ cultural show / DJ

3. TRANSPORTATION

A. Item:

1. DOT Accredited Tourist Transport
2. Must provide a focal person/ dispatcher for vehicles
3. Units must not exceed 5 years of service and at par with international quality standard for tourist transport specifically for well maintained air-conditioning system and on board microphone, LCD/LED TV and entertainment (karaoke)
4. Inclusive of:
 - Fuel
 - Parking Fees and Toll Fees
 - On-board tour coordinator per vehicle (for bus)
 - Well groomed driver
 - Meals of the Driver

Land Transportation

Date	No. of transportation units required		
	Secretariat Van	Tourist Bus	Airport Transfer Vehicle
23/Sep/17	2 Units @ P10,000/van (within city limits rate)	n/a	n/a
24/Sep/17	2 Units @ P10,000/van (within city limits rate)	2 Units @ P14,500/bus (within city limits rate)	1 Unit @ P10,000/vehicle for luggage transfer (within city limits rate)
25/Sep/17	2 Units @ P15,000/van (provincial tour rate)	2 Units @ P21,750/bus (provincial tour rate)	n/a
26/Sep/17	2 Units @ P10,000/van (within city limits rate)	2 Units @ P14,500/bus (within city limits rate)	n/a
27/Sep/17	2 Units @ P10,000/van (within city limits rate)	2 Units @ P14,500/bus (within city limits rate)	n/a
28/Sep/17	2 Units @ P15,000/van (provincial tour rate)	2 Units @ P21,750/bus (provincial tour rate)	n/a
29/Sep/17	2 Units @ P10,000/van (within city limits rate)	2 Units @ P14,500/bus (within city limits rate)	n/a
30/Sep/17	n/a	n/a	5 Units @ P10,000/van (within city limits rate)
TOTAL			Php 423,000.00

4. TOURS

A. Details :

1. Inclusion of:

- All applicable fees
- DOT Accredited Tour Guides (Buses)
- Complimentary Bottled Water on board Buses and Vans
- Tour Kits / Provisions (as indicated)
- Snacks/ Lunch (as indicated)

2. Breakdown:

Date	Activity and Other Inclusions	Location	Amount
25/Sep/17	Pamulaklakin Forest Trail and Pampanga Kulinarya Tour: <ul style="list-style-type: none"> • AM Snacks (locally-sourced kakanin snacks) • PM Snacks as part of Kulinarya Tour of Pampanga (strictly non-pork) • Local Guide (Aetas of Pamulaklakin) 	Subic, Zambales and San Fernando, Pampanga	P2,500 x 80 pax
26/Sep/17	Intramuros-Binondo Walking Tour: <ul style="list-style-type: none"> • PM Snacks as part of Binondo Food Trail Tour (strictly non-pork) • Local Guides per small group of 8 pax • Augmented Security Personnel 	Manila	P1,500 x 80 pax
28/Sep/17	Tagaytay Team-Building and Wellness Tour: <ul style="list-style-type: none"> • AM Snacks / light meal in a restaurant overlooking Taal Volcano at Tagaytay Ridge • Jeepney Ride from restaurant to team-building venue • Lunch as part of Team Building Activity within a recognized establishment for wellness tourism and organic farming (DOT Accredited Resort) • Activities - Tai Chi / Happy Dancing / Juice Detox / Wellness Dieting / Massage and Therapy • Speaker - Sustainable and Inclusive Tourism / Community-Based Tourism / Gender and Development • PM Snacks - healthy meals • Souvenirs - local delicacies of 	Tagaytay, Cavite	P4,000 x 80 pax

	Tagaytay (sweets and other well packed snacks)		
		TOTAL	Php 640,000.00

5. SUPPLIES, EQUIPMENTS, MISC.

- A. Technical Setup for Mock Meeting | 27 September 2017
 Inclusions: Conference Microphones and Sound System, ASEAN+3 (China, Japan, Rep. of Korea) Indoor and Table Flags, Backdrop.

Php 50,000.00

- B. Technical Setup for Culminating Activity | 29 September 2017
 Inclusions: Lights and sounds setup, dance floor, ASEAN+3 (China, Japan, Rep. of Korea) Indoor Flags, Backdrop.

Php 50,000.00

- C. Documentation Team
 Inclusion: 1 Photographer, 1 Videographer, 1 Assistant / Sound Technician. Video and Photo Editing with provision for same day edits, Unlimited shots/ master copy of video in hard drive (HD 1080 quality for video files), aerial footage, photo booth on culminating function, Video edit 1 x 3 minute summarized version, 1 x 10 minutes comprehensive version. Coffee table book 4 pcs - 40 pages 11" x 14".

Php 120,000.00

6. PREPARATORY ARRANGEMENTS

Ocular Inspection of Venues and Tours (Pamulaklakin, San Fernando, Tagaytay) Inclusion: Transportation (Van) Meals, Fees

Php 60,000.00

7. Total Amount: Php 4,096,000.00 inclusive of all applicable charges and tax.

8. Other Requirements: Show breakdown of quotation

9. Payment Procedure : Government Procedure

10. Contact Persons

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