

**TERMS OF REFERENCE FOR A
SERVICES OF A TRAVEL AND TOUR OPERATOR FOR THE
PURCHASE AND ISSUANCE OF INTERNATIONAL AIRLINE TICKET AND
GROUND ARRANGEMENTS FOR THE ASEAN TOURISM FORUM 2020
12-16 JANUARY 2020, BRUNEI DARUSSALAM**

Introduction

The ASEAN Tourism Forum (ATF) is the biggest and most important travel and tourism event in the ASEAN region since 1981. Hosting of the event is being rotated annually among the 10 ASEAN Member States to provide an opportunity for the National Tourism Organizations (NTOs) to showcase their new destinations, products and services to the global community.

The ATF has three (3) components:

(1) Government Meetings - an annual meeting of the ASEAN Tourism Ministers and its Senior Officials and Other Tourism Leaders. The objective of the meetings is to render decisions on the recommendations/outcomes of the ASEAN Tourism Committees;

(2) ASEAN Tourism Conference – to discuss the current tourism trends and opportunities within ASEAN and is participated in by government officials and tourism stakeholders;

(3) Travel Exchange (TRAVEX) - the longest-running annual ASEAN leisure travel trade event that is attended by international buyers and sellers as well as foreign and local media, including investors and product developers. The Philippine Tourism Promotions Board handles the TRAVEX.

The DOT is in need of an Accredited Travel and Tour Operator located within Metro Manila that shall provide the following requirements from 12 to 16 January 2020 (exclusive of travel time) in Brunei Darussalam:

I.) Purchase and Issuance of International Airline Tickets

A. Airfare:

One (1) Business Class Ticket (*Subject Upon Approval of the Office of the President*)

Six (6) Economy Class Ticket

B. Passengers and Flights:

1. Secretary Bernadette Romulo-Puyat (Business Class)

2. Assistant Secretary Howard Lance Uyking (Economy Class)

3. Ms. Paulyn Stephanie San Pascual (Economy Class)

14-Jan | MNL-BWN | BI 686 | 21:25-23:30

17-Jan | BWN-MNL | BI 685 | 18:40-20:45

4. Undersecretary Benito C. Bengzon, Jr. (Economy Class)

5. Mr. Alex M. Macatuno (Economy Class)

6. Mr. Jaime Victor S. Bayhonan (Economy Class)

7. Ms. Jem Micaiah M. Turla (Economy Class)

11-Jan | MNL-BWN | BI 686 | 21:25-23:30

17-Jan | BWN-MNL | BI 685 | 18:40-20:45

D. Requirements:

- Ticket is rebookable, re-routable and refundable
- Regular Economy Fare
- Include Travel Insurance
- Include at least 30 KG weight allowance
- Show breakdown of quotation
- Include travel tax and fuel charges (*Travel Tax will be deducted upon submission of Travel Tax Exemption Certificate*)
- Must be DOT Accredited
- Travel Agency must be within Metro Manila

II.) Purchase of Extra Weight for Luggage for Purchased Tokens

A. Manila – Bandar Seri Begawan (35 Kilos/Luggage x 2 Extra Luggage)

B. Bandar Seri Begawan – Manila (35 Kilos/Luggage x 2 Extra Luggage)

III.) Hosted Dinner and Purchase of Tokens

A. Meeting of the ATF Philippine Delegation

Venue : Brunei Darussalam near The Empire Brunei

No. of Pax : 75

Type of Meal : Buffet Dinner

B. Purchase of Tokens for ASEAN Tourism Ministers and Other VIPs

No. of Pax : 23

Type : - Edible and would reflect the best of the Philippines
- Inclusive of Packaging for each token

C. Heads of the National Tourism Organizations and Other Organizations

No. of Pax : 26

Type : - Edible and would reflect the best of the Philippines
- Inclusive of Packaging for each token

D.) Bilateral Meetings

No. of Pax : 6

Type : - Edible and would reflect the best of the Philippines
- Inclusive of Packaging for each token

E.) Senior Officials of Brunei Ministry of Primary Resources and Tourism

No. of Pax : 3

Type : - Edible and would reflect the best of the Philippines
- Inclusive of Packaging for each token

F.) Philippine Embassy Officials in Brunei

No. of Pax : 2

Type : - Edible and would reflect the best of the Philippines
- Inclusive of Packaging for each token

IV.) Total Budget: Php 797,350.19

V.) Mode of Issuance: Government Procedure

VI.) Contact Persons:

Jem Micaiah M. Turla (Ms.)

Tel. No. (632) 459-5200 to 30 local 514 or 506

Fax No. (632) 890-0544

Prepared By:

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