

TERMS OF REFERENCE

I. PROJECT: Familiarization Tour for Israel Agents

II. BACKGROUND:

Group Name	:	Familiarization Tour for Israel Agents
No. of Pax	:	15 pax + 2 DOT rep
Date/Period Covered	:	November 16 to 24, 2017
Destinations	:	Manila/Boracay/Coron/El Nido/Manila

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a local tour operator in the Philippines engaged in the business of providing tour packages or its components to handle and coordinate arrangements for the Familiarization Tour for Israel Agents. The project is aimed at attaining the following objectives:

- a. To increase product and destination knowledge that would encourage tourist traffic from Israel to the Philippines;
- b. To encourage the development and selling of tour packages from Israel to the Philippines that would convert potential travel to actual travel;
- c. To establish network linkages with travel trade and travel influencers from Israel;
- d. To sustain the remarkable growth of inbound tourism traffic from Israel to the Philippines;
- e. For the Department to have a better understanding of the travel preferences and behaviour of the Israel market.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from Israel and has high degree of knowledge about the travel culture, behavior and preferences, and religious practices of travelers from the above countries;
- c) Has actual experience in handling travel trade groups;
- d) Willing to provide services on send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

- 1) Transportation service requirements including:
 - a. Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:
 - i. Manila/Caticlan via 5J 899 – November 18 (16 pax)
 - ii. Caticlan/Manila via 5J 900 – November 20 (7 pax)
 - iii. Caticlan/El Nido via Air Swift T6-411 – November 20 (9 pax)
 - iv. Manila/Busuanga via DG 6055 – November 20 (8 pax)
 - v. Busuanga/Manila via DG 6056 – November 23 (8 pax)
 - vi. El Nido/Manila via Air Swift T6-143 – November 23 (9 pax)
 - b. Airport hotel transfer – based on 1a above and upon arrival/departure from Manila
 - c. Transfers for the tours

- 2) Cover all accommodations on single occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:
 - a. November 16 to 18 (3D/2N) –any 5-star hotel in Makati CBD (15 deluxe rooms)
 - b. November 18 to 20 (3D/2N) – any 5-star beach-front property along Boracay Station 1 or 2 (16 deluxe rooms)
 - c. November 20 to 23 (4D/3N) – any 5-star beach-front property in Coron (8 deluxe rooms)
 - d. November 20 to 23 (4D/3N) – any 5-star property in Miniloc Island (9 deluxe rooms)
 - e. November 23 to 25 (3D/2N) – any 5-star hotel in Makati CBD (15 deluxe rooms)

- 3) Guided tours to include guides' fees, entrance fees and service charges to include the following activities:
 - a. Manila City Tour on November 17
 - b. Boracay Island Hopping Tour on November 19
 - c. Coron Town Tour on November 21
 - d. El Nido Town Tour on November 21
 - e. Coron Island Tour on November 22
 - f. El Nido Island Hopping Tour on November 22
 - g. Casino Tour on November 24

- 4) Ocular inspection of various properties in Boracay and Palawan on November 18 and 21 respectively

- 5) Meal requirements for the following:
 - a. Dinner on November 16, 2017 (16 pax)
 - b. Breakfast, lunch and dinner on November 17-19, 2017 (16 pax)
 - c. Breakfast, lunch and dinner on November 20-23, 2017 (17 pax)
 - d. Breakfast and lunch on November 24, 2017 (16 pax)

- 6) Requirements for the Business-to-Business meeting on November 24 (1000H – 1130H):
 - a. Venue (preferably at the hotel where the guests are billeted)
 - b. Morning snacks (good for 52 pax)
 - c. Free-flowing coffee and tea

- 7) Submission of the following documents upon completion of the project for facilitation of payment:
 - a. Air tickets and boarding passes of the guests
 - b. Original hotel receipt and hotel manifest
 - c. Original trip tickets of land transfer (coaster, van, etc.)
 - d. Detailed report of the project with photo documentation

- 8) Finalization of itinerary. Attached as a pertinent attachment is the proposed itinerary which includes more specific details.

VI. BUDGET

Total estimated budget is P 2,696,855.80

VII. PROJECT OFFICER/CONTACT PERSON:

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Note: *Cost of items in quotation should be broken down.*

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

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred.