

**Reference No. TPB/RFQ-2016-02-047**

## **REQUEST FOR PROPOSAL**

The **Tourism Promotions Board (TPB)**, thru the Bids & Awards Committee (BAC), invites interested bidders to submit proposals for the hereunder project:

**Project: World Street Food Congress (WSFC) 2016**

**15 HOUR CULINARY TOUR**

20 February 2016, Manila, Philippines

### **TERMS OF REFERENCE**

For the Services of a Tour Operator

#### **I. BACKGROUND**

The World Street Food Congress (WSFC) conceptualized and organized by Makansutra (S) Pte Ltd founded by entrepreneur-photojournalist, KF Seetoh, has the following 3 components:

- World Street Food Dialogue
- World Street Food Jamboree
- World Street Food Awards

Based in Singapore, Makansutra aims to share and to celebrate all aspects of culinary kingdom through their food guides, online content, eateries, specialized events, projects and TV shows.

The WSF Dialogue, which will be held for the first time in the Philippines, will be jointly organized by the Department of Tourism, through the Tourism Promotions Board, on 20-21 April 2016 in the City of Taguig.

The WSF Dialogue, with an estimated 200 foreign delegates (from Asia Pacific, USA and Europe) and 100 local delegates, aims to create awareness of emerging culinary and trade destinations, promote the Philippines' old and new food brand, and generate interest in our country's culinary offerings, particularly the heritage comfort street food culture.

International speakers (Hawkers), international and local media will be invited to attend the WSFC 2016 Press Conference on 20 February 2016 to feature the month of April as the Philippine Food Month, that will highlight a series of culinary-related events that

contribute to the holistic food imagery of the Philippines, together with the Madrid Fusion Manila 2016 and the Flavors of the Philippines.

A Culinary Tour of Pampanga, the “Culinary Capital of the Philippines”, and Metro Manila will be hosted by the Department of Tourism through the Tourism Promotions Board to give the 35 media and speakers a taste of some of the gastronomic delights in our country after they attend the WSFC Press Conference.

In view of the above, the DOT-TPB is in need of an experienced and reliable DOT Accredited Tour Operator that will coordinate and manage the proceedings of the culinary tour and provide the necessary manpower and all that is necessary for the successful conduct of the tour.

## II. SCOPE OF SERVICES

1. Manage and implement the proposed itinerary in coordination with **FOOD FRONTAL PTE LTD.** (production and event arm of the WSFC organizer Makansutra (S) Pte Ltd) and/or **OUR AWESOME PLANET** (Makansutra’s local event organizer) for the approval of the Tourism Promotions Board, to include:
  - a. Rental of one (1) DOT accredited tourist bus that can comfortably accommodate 40 pax (inclusive of bus entry permits, toll fees, parking fees, driver’s meals, etc.)
  - b. Provision of a DOT accredited tour guide on-board knowledgeable in Philippine cuisine
  - c. Provision of tour kits/giveaways to include but not limited to wet towels, bottled water, etc.
  - d. Stopover and food sampling of different delicacies/meals at selected restaurants/hotels/destinations for approval of TPB
2. Tentative schedule of proposed itinerary to begin in the early morning of February 2016 20
3. To conduct a dry-run of the 15-hour culinary tour (actual time) at least a week before the event with provision of transportation (exclusive of meals) for a maximum of 10 pax from the organizing committee.
4. Photo and video documentation of the actual 15-hour culinary tour.

## III. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be a Department of Tourism (DOT) accredited Tour Operator

2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign
4. Must be a member of DOT-recognized organizations specializing in inbound tour operations
5. Must have a professional track record in organizing and handling international groups in the last ten years
6. Must have at least five (5) regular staff / employees duly registered with SSS and Department of Labor
7. Must have a duly registered and operational company website
8. Must have the capacity to provide first class tourist buses and vehicles

#### **IV. TECHNICAL ELIGIBILITY DOCUMENTS**

1. Company Profile
2. PhilGEPS Accreditation Paper
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit / municipal license
5. List of international groups handled (preferably from Asia-Pacific region)

#### **V. CONTRACT OF SERVICE**

The proposals shall include itemized costs of the basic 15-hour culinary tour components including but not limited to transportation service requirements, tours with meals, incentivized arrangements, entrance fees and other similar fees, taxes and charges, and guide fees for both the dry run and actual tour.

A provision for two (2) TPB tour coordinators shall be included in the cost. Price proposed should be adjusted, should there be sponsorship for some of the package components. The partnership selection shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount offered does not exceed the above total budget.

Bid Price Ceiling is **Php 170,000.00** inclusive of all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of**

**the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

Please submit your quotation and legal documents not later than **12 February 2016, 10:00** a.m. in a **SEALED ENVELOPE** , subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

**NILO C. ABON**

Officer – In – Charge

Procurement and General Services Division

03 February 2016