

**Reference No. TPB/RFQ-2016-09-502**

**REQUEST FOR PROPOSAL**

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

**TERMS OF REFERENCE**

**Accommodation Requirements for Go On Magazine Fam Tour**

Project: Go On Magazine Familiarization Tour  
Date: 20-27 September 2016  
Venue: Coron, Palawan

**I. Background**

PDOT Korea is coordinating with Go on Magazine in the implementation of a familiarization tour for three (3) Korean media to cover Davao on 21-26 September 2016.

Go On is a monthly travel magazine owned by Go On Network which brought it in 2015. It provides information about entertainment, life, beauty, fashion, culture, etc. on top of travel news from industry experts.

Among its contents, travel contents are written and provided by travel experts such as travel writers, bloggers, agents, etc. so it carries real and live contents together with excellent photos. The contents of Go On are also published on its sister magazine, "MODE," an official travel magazine for Mode Tour.

- Quantity: 55,000 copies
- AD Price: KRW 3 M / page
- Distributions
  - ✓ Mode Tour branches – 70%
  - ✓ Bookstores – 10%
  - ✓ Hotels, cafes, restaurants, etc. – 20%
- Viewership
  - ✓ Gender: Male - 67%, female – 33%
  - ✓ Age: 30s – 45%, 20s – 23%, 40s – 20%, 50s and above– 12%
  - ✓ Occupations: Office workers – 37%, housewives – 21%, professionals & freelancers – 16%, students – 10%, others – 16%
- Other media channels::
  - ✓ Facebook: <https://www.facebook.com/GOONnetwork/>
  - ✓ Naver Mobile: <http://magazinegoon.modoo.at/>

For this familiarization tour, they have invited two (2) travel writers, one (1) photographer. They will be accompanied by one (1) PDOT Korea Officer

TPB has been requested with the following:

- International and domestic roundtrip air tickets
- Accommodations

- Meals (breakfast, lunch, dinner)
- Tours with local coordinator
- Transportation

## **II. Details of the Event**

Date	:	21-27 September 2016
Venue	:	Coron, Palawan
Expected Number of Foreign Participants	:	4 pax
Participants	:	Korean Media

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified establishments/hotel and resort provide the accommodation requirements of the abovementioned event based on the following guidelines:

### **a. Manila**

#### **Scope of Services**

- Deluxe resort located in Busuanga, Palawan.
- Can provide four (4) deluxe single room accommodations with breakfasts on FOC or discounted basis for one (1) night on September 21-22, 2016.
- Can provide complimentary spa.
- Can host meals for the group on September 26, 2016.

### **b. Busuanga**

#### **Scope of Services**

- Deluxe resort located in Busuanga, Palawan.
- Can provide four (4) deluxe single room accommodations with breakfasts on FOC or discounted basis for five (5) nights.
- Can provide complimentary spa during the stay of the group in the resort.
- Can host meals for the group.

## **III. Eligibility Requirements**

1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
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
5. Must have a professional track record in handling international groups in the last five years.
6. Must have handled at least three (3) government projects / events
7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
8. Must have the capacity to provide first class tourists buses and vehicles.

## **IV. Technical Eligibility Documents**

1. Company Profile
2. PhilGeps Accreditation
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. BIR Registration/TIN

**V. Budget for the Contract**

The allotted budget is **Php 141,400.00** (inclusive of all applicable taxes).

**VI. PAYMENT PROCEDURE**

Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.

Please submit your quotation and legal documents not later than **16 September 2016, 10:00 a.m.** thru email at [pqsd@tpb.gov.ph](mailto:pqsd@tpb.gov.ph) 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.

**REMIGIO PAGADUAN**

Officer – In – Charge

Procurement and General Services Division

13 September 2016