

**21<sup>st</sup> Asian Professional Security Association (APSA)  
International Conference and Secusafe 2014**

**TERMS OF REFERENCE (TOR)  
HALF DAY CITY TOUR OF MANILA**  
*(as of 30 April 2014)*

**I. BACKGROUND**

The Tourism Promotions Board is assisting the Secusafe Alliance Philippines in organizing the **21<sup>st</sup> Asian Professional Security Association (APSA) International Conference**, scheduled on **14-16 May 2014** at the Manila Hotel, to be held in conjunction with the IASA International Conference and the 2<sup>nd</sup> National Security and Safety Summit.

The Secusafe Alliance Philippines consists of four (4) security and safety associations:

- Asian Anti-Counterfeit Association (AAA) Philippines
- Asian Professional Security Association (APSA) Philippines
- International Aviation Security Association (IASA)
- International Society of Crime Prevention Practitioners (ISCPP) Philippines

The alliance, in conjunction with the Management Association of Security and School Officials (MASSO), will host the event which aims to establish better cooperation and unity among members.

The conference will be attended by approximately 500 international and local delegates from China, Hongkong, India, Indonesia, Korea, Malaysia, Singapore, Thailand, Vietnam and the Philippines.

**II. COMPONENTS**

- Conference Proper
- Gala Dinner / Networking Night
- **Half Day City Tour**

**III. TARGET NUMBER OF PARTICIPANTS FOR THE HALF DAY CITY TOUR: 80 pax**

**IV. SPECIFICATIONS**

A. Tour Date and Time: 16 May 2014, 1:00-5:00PM  
Pick up and Drop off point: Manila Hotel

B. Tour inclusions:

1. Transportation: Two (2) airconditioned buses with professional drivers
2. Tour Guides: Two (2) DOT-accredited English-speaking tour guides
3. Entrance Fees to Fort Santiago, San Agustin Church and Museum and Casa Manila
4. Light snacks on board for 80pax
5. Tour itinerary:

12:45	Assembly at the Manila Hotel Lobby
13:00	Depart Manila Hotel Proceed to Luneta
13:15	Photo Op in Luneta Proceed to Intramuros
13:30	Tour of Fort Santiago, Manila Cathedral, San Agustin Church and Museum and Casa Manila
15:30	Proceed to SM Mall of Asia
16:00	Shopping at Kultura Boutique, Ground Floor, SM Mall of Asia
17:00	Return to Manila Hotel

C. Billing Arrangement: Send bill arrangement

## V. REQUIRED DOCUMENTS

### A. Transportation Services

1. Must have valid SEC, DTI or CDI registration certificate
2. Must have valid Mayor's Permit
3. Must submit company profile, tax clearance within the last six months preceding the date of BIR submission, valid PhilGEPS registration certificate and DOT-accreditation certificate
4. Must be a member of Philippine Tour Operators Association (PhilTOA) or Philippine Travel Agencies Association (PTAA)

### B. Tour Guide Services

1. Must submit DOT-accreditation certificate
2. Must submit list of projects / clients for the past two years

## VI. CONTRACT OF SERVICE / FINANCIAL PROPOSAL

Bid price ceiling is **PhP 136,000.00 inclusive of taxes**. Deadline for submission of sealed quotation should be on or before May 14, 2014, 10:00 a.m.. For particulars, please contact Ms. Jasmin Parra at telephone numbers +632 525 1153 or 525 9318 loc. 227/228.