

Terms of Reference

GoASEAN Program: "Lost At SEA" Media Familiarization Tour

29 December 2015 – 01 January 2016

Tour Operator

A. Background

TSAR ASIA SDN. BHD., a Malaysian based production company is in the midst of pre-production for a travel documentary program to be aired in November 2015 for GOASEAN (ASTRO CHANNEL 737) which is a travel channel for the ASEAN region.

GoAsean, the first ASEAN travel channel was launched in July 2015 at the official opening of the ASEAN Summit by His Right Honourable Dato Seri Najib Tun Abdul Razak, the Prime Minister of Malaysia.

The title of the program is 'Lost At Sea'. The show is in the travel genre, promoting tourism where the traveller doesn't rely on modern conveniences like smart phones and internet recommendations. Their host, Nadiyah Shahab receives clues in a bottle that she has to decipher and complete in order to continue her journey. So far the production company has completed a shoot in Myanmar and Thailand respectively.

B. Details of the Event

Date : 29 December 2015 – 01 January 2016

Venue : Metro Manila

Expected Number
of Foreign Participants : 6 pax

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour guiding and transportation requirements of the abovementioned event based on the following guidelines:

I. Scope of Services

1. DOT ACCREDITED TOUR GUIDE IN METRO MANILA

- Tour guide based in Metro Manila who can speak fluent English and Filipino, knowledgeable not only about Metro Manila but also with the history of the Philippines in terms of culture and new lifestyle and available on 29 December 2015 – 01 January 2016.

2. DOT ACCREDITED VAN TRANSPORTATION IN METRO MANILA

- Transportation within Metro Manila on 29 December 2015 – 01 January 2016

1.1 Arrival Transfer / Manila City Tour

Date : **Tuesday, 29 December 2015**
Starting Point : Airport (TBC)
Time : TBC
Drop off Point : Berjaya Hotel

1.2 Manila City Tour

Date : **Wednesday, 30 December 2015**
Starting Point : Berjaya Hotel
Time : TBC
Drop off Point : Itinerary TBC

1.3 Manila City Tour

Date : **Thursday, 31 December 2015**
Starting Point : Berjaya Hotel
Time : TBC
Drop off Point : Itinerary TBC

1.4 Departure

Date : **Friday, 01 January 2015**
Starting Point : Berjaya Hotel
Time : TBC
Drop off Point : Airport (TBC)

Scope of services for van transportation

- Implementation of an itinerary for the TPB-hosted city tour to either of the following destinations:
 - * Airport
 - * Hotel
 - * City Tour
- Can accommodate 4 pax.
- Provision of a tour vehicle with proper signage / labels
- Light snacks (i.e., sandwich, cookies, crackers, etc.), beverages and other amenities (i.e., cold towel, wipes, etc.) on board the tour vehicle

Other Requirements

- Provision of clean, comfortable and tourist friendly transport service for the media participants inclusive of the following:
 - Uniformed, presentable and trained drivers

- Gasoline, toll, and parking fees
 - Dispatcher / coordinator per vehicle
- Provision of first aid kit onboard
 - Provision of proper, approved, clean signage for the vehicles
 - Coordination with TPB in all other matters required for the smooth implementation of the transportation plan
 - Designation of a point person who will coordinate with TPB

II. 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
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.

III. Technical Eligibility Documents

1. Company Profile
2. PhilGeps Certificate
3. Mayor's permit / license
4. BIR Registration / TIN
5. DOT Accreditation Certificate
6. SEC / DTI Registration certificate

IV. Budget for the Contract

The allotted budget is as follows and is inclusive of all applicable taxes:

A. Tour Guiding Services (Metro Manila) – Php 14,000.00

B. Transportation (Metro Manila) – Php 32,000.00