

41st Asia-Pacific Advanced Network (APAN) Meeting
PROVISION OF TOUR GUIDES
25-29 January 2016 | Marriott Grand Ballroom, Pasay City

TERMS OF REFERENCE

- BACKGROUND : The Asia Pacific Advanced Network (APAN) meeting is a gathering, held twice a year, of more than 300 researchers from 30 member countries of APAN. APAN is a non-profit international research and education network that aims to promote global collaborations, as well as developments and advances in network-based applications and services among the Asia Pacific region.
- TPB's assistance to the group will include the provision of seven (7) tour guides for the tours of the delegates (Intramuros Tour and Shopping Tour)
- SPECIFICATIONS : 1. Date / Time: 25-29 January 2016 | 8:00-12:00 / 1:00-4:00pm
2. Venue: Intramuros Tour / Shopping Tour
3. Audience: 30 pax (per bus)
4. Length of Tour: Four (4) hours
5. Target Itinerary:
 a. Intramuros Tour –
 - Silahis Center
 - the bonsai library and museum
 - light and sound museum
 - Manila Cathedral
 - Bahay tsinoy
 - Casa Manila
 - San Agustin Church and Monastery
 - Fort santiago/ Rizal shrine Museum
 b. Shopping Tour –
 - Greenhills Shopping Center or Tiendesitas
6. Vehicles: To be provided by the organizer
- GUIDELINES : 1. The Tour Operator should provide tour guides with the following qualifications:
 a. The tour guide must be duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide.
 b. He or she must have at least five (5) years experience as a tour guide.

- c. He or she must have handled at least one foreign tour groups, or foreign diplomatic/ dignitaries group.
- d. He or she must have handled incentive travel group composed of different nationalities
- e. He or she must not have been convicted nor found guilty of a crime or administrative offense.
- f. He or she must be fluent and conversant in English and French.
- g. He or she should have a strong sense of Philippine history, culture and tradition, art as well as about current events.
- h. He or she must have an engaging personality such as being able to provide wholesome fun, humor and entertainment in his/her commentaries.
- i. He or she must be able to project confidence and composure even with difficult or demanding guests.

ELIGIBILITY REQUIREMENTS:

- a. Must be a Department of Tourism (DOT) accredited Tour Operator
- b. Must be a member of DOT recognized organizations specializing in inbound tour operations
- c. Must have a professional track record in organizing and handling international groups in the last ten years
- d. Must have at least five (5) regular staff / employees duly registered and complied with SSS and Department of Labor and Employment
- e. Must have a duly registered and operational company website

- f. Must have the capacity to professional tour guides

BUDGET : Inclusive of all government taxes:
Php 35,000.00

BILLING ARRANGEMENT: Send bill arrangement based on actual number of participants

Please send billing statement to:
MS. MA. CARLA REMEDIOS E. MIRANDA
Officer-in-Charge, MICE Department
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1104

- REQUIRED DOCUMENTS:
1. Tour Operator/ Travel Agency
 2. Must have valid SEC, DTI or CDI registration certificate
 3. Must have valid Mayor's Permit
 4. Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate
 5. Must submit copy of valid DOT-accreditation certificate
 6. Must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations
 7. Must submit valid DOT-accreditation certificate
 8. Must submit list of projects completed / clients for the past two years

Bid price ceiling is **Php 35,000.00** inclusive of all applicable taxes. Deadline for submission of bids should be at the close of office hours on _____.

For particulars, please contact **MS. MAYET SANTILLAN / MS. CHARISSE MARIE FAJARDO** at telephone numbers (02) 525-1153 and 525-9318 loc 228 or 231 or email at mayette_santillan@tpb.gov.ph and charisse_fajardo@tpb.gov.ph