

TERMS OF REFERENCE

Tour Operator

**I. PROJECT TITLE: Ambassadors' Tour to Manila
13 January 2016**

II. BACKGROUND:

The Ambassador of the Philippines to Japan, H.E. Manuel Lopez has organized an Ambassadors' tour to the Philippines to attend the annual Vin d'honneur in Malacanang on January 2016. The delegation is comprised of 10 Ambassadors based in Japan (Manila Club Ambassadors) who will likewise attend the launching of the Kudan Commemorative book in Manila, an event replicating the launch in Tokyo, Japan attended by Ms. Yoko Ono, among others.

Relative to this, Ambassador Lopez has requested TPB to host one overnight tour within Luzon. The tour will include Madam Lopez and Philippine Embassy Cultural Section Head, Minister Counselor Angelica Escalona.

III. PURPOSE/OBJECTIVES:

The said project aims:

1. To increase awareness of the Philippines to countries without Philippine promotions
2. To promote the Philippines as a safe destination

IV. SCOPE OF WORK/DELIVERABLES:

TPB requires the services of a tour operator that would be able to provide the following:

- a. Means of transportation (bus) on 13 January 2016
- b. One (1) English speaking tour guide recommended by TPB Project Officer to accompany the group during their tour in Tagaytay
- c. Inclusion of lunch meal on 13 January 2016 for 34 pax consisting of popular Filipino dishes at Sonya's Garden Restaurant
- d. Wellness activities at Nurture Wellness Village and Filipino snack with a special Philippine Cultural Show at Café Veranda, Taal Vista Hotel
- e. Police escort for billing purposes only as TPB will communicate with the Philippine National Police
- f. Inclusion of miscellaneous expenses to be incurred during the tour

The tour operator should have the following attributes:

- Attentive and addresses the needs of the client
- Has been in the industry for at least 3 years

- Must be willing to provide services on a send bill arrangement
- Accredited by the Department of Tourism

V. TIME FRAME AND SCHEDULE OF WORK:

A tour operator to provide the mentioned services on 13 January 2016. (Please see attached itinerary)

VI. BUDGET:

The allotted budget for the tour operator is Php 181,000.00 (inclusive of all applicable taxes).

VII. PAYMENT PROCEDURE:

Send bill to the ***TOURISM PROMOTIONS BOARD – ATTN: Jojo De Veyra***, after the completion of services.

VIII. EVALUATION PROCEDURE:

The winning bid shall be selected shall be based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget. That the winning bid must be willing to wait at least 90 days for the government payment facilitation.

IX. ELIGIBILITY REQUIREMENTS:

1. Must be accredited by the Department of Tourism (DOT)
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)