

TERMS OF REFERENCE

Tour Operator

**I. PROJECT TITLE: PAL Nagoya Familiarization Tour for Kanazawa Travel Agents
02-06 April 2016**

II. BACKGROUND:

DOT Osaka has finalized negotiations with Philippine Airlines West Japan officials on the implementation of a familiarization tour for travel agents from Kanazawa in Hokuriku area scheduled on 02-06 April 2016 in Cebu and Bohol.

According to the JTB Report 2015: All about Japanese Overseas Travelers (Red Book) #3 top reason in choosing a travel destination of Japanese travelers is the recommendation of a travel firm. Based on this study, top executives of Japan travel agents always recommend that familiarization tours should be conducted specifically for the new staff selling the Philippines.

III. PURPOSE/OBJECTIVES:

The objectives of the familiarization tour are as follows:

- To enable Japanese travel agents to be updated with the facilities offered by tourism establishments in Cebu and Bohol;
- To encourage new Japanese travel agents selling the Philippines to execute intensive promotion campaigns to visit Cebu and Bohol as premier Philippine travel destinations for Japanese travelers through tour packages;
- To showcase the Filipino culture to the Japanese travel agents through various activities included in the familiarization tour

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 (Coaster) from 02-06 April 2016 in Cebu and Bohol
- b. Roundtrip Ocean Jet Ferry business class tickets for 11 pax
 - 03 April 2016 – Cebu to Bohol (ETD: 08:00am | ETA: 10:00am)
 - 04 April 2016 – Bohol to Cebu (ETD: 02:00pm | ETA: 04:00pm)
- c) Bohol Day Tour (Chocolate Hills, Philippine Tarsier and Wildlife Sanctuary, Loboc River Cruise) on 03 April
- d) Cebu City Day Tour (Port San Pedro, Magellan's Cross, Taoist Temple) on 04 April

- e) Island Hopping Adventure (Hilutungan and Nalusuan Island) on 05 April
- f) Inclusion of lunch meals from 03-05 April 2016 and dinner meals from 02-05 April 2016 for 12 pax consisting of popular Filipino dishes at renowned restaurants
- g) One (1) Japanese speaking tour guide based in Cebu to accompany the group during their tour in Cebu and one (1) Japanese speaking tour guide based in Bohol to accompany the group during their tour in Bohol
- h) 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 from 02 April – 06 April 2016. (Please see attached itinerary)

VI. BUDGET:

The allotted budget for the tour operator is **Php 256,600.00** (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)