

TERMS OF REFERENCE

TAIWAN TRAVEL AGENTS AND MEDIA FAMILIARIZATION TOUR

Coron

23-27 April 2018

Tour Operator

I. BACKGROUND

DOT- Taiwan, through the Tourism Promotions Board will organize a Familiarization Tour for Travel Agents and Media in Coron, Palawan on 23-27 April 2018.

Coron is considered as one of the favorite destination for tourists. Compared to Cebu and Puerto Princesa, Taiwanese are not that familiar in Coron, because the market is still on its infancy stage. Hence, DOT-Taiwan is taking opportunity to promote new island destination and also intends to develop Taiwan leisure market.

The target participants for this familiarization tour are 10 key agents and 5 media. This familiarization tour provides increase of product knowledge among our key agents who are selling Philippine destinations and for media to spread positive editorial publicity about the destination.

II. PURPOSE/OBJECTIVES:

Through this activity, the following objectives will be met:

1. Introduce new destination and increase awareness of the destination;
2. Strengthen knowledge and enthusiasm in selling Coron to leisure market;
3. Garner positive editorial publicity and press release about the destination as well as our organization.

III. SCOPE OF WORK/DELIVERABLES:

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

1. Accommodation
 - Eight (08) twin sharing room accommodations with breakfast in Coron Town for 2 nights on 23-25 April 2018. Resort should be AAA (or its equivalent) and DOT accredited preferably The Funny Lion or Coron Soleil Garden Resort. *(Awaiting approval of sponsorship)*
 - Eight (08) twin sharing room accommodations with breakfast in Sitio Lawi, Busuanga, Palawan for a 2 nights stay on 25-27 April 2018. Accommodation should include meals, island hopping activities, boat

and airport transfers. Resort should be DOT Accredited, AAA (or its equivalent) preferably Two Seasons Coron Island Resort and Spa or Busuanga Bay Lodge . *(Awaiting approval of sponsorship)*

*Total cost of accommodation should be based on actual room expenses

*Secured sponsorships should be deducted from the total expenses

2. Transportation (3 vans for the whole duration of the trip 23-27 April 2018) *(kindly refer to itinerary)*

Note:

- * Uniformed, presentable and trained drivers
- * Gasoline, toll and parking fees
- * Dispatcher / coordinator per vehicle
- * Provision of first aid kit onboard
- * Provision of bottled water onboard
- * Provision of proper, approved, clean signage for the vehicles

3. Tours (kindly refer to the attached itinerary)
 - Coron City Tour (Mt Tapyas, Maquinit Hot Spring, Cashew Harvest)
 - Hotel ocular inspections with snacks
 - Island Hopping tour with snorkeling and lunch in the island
 - Sunset Cruise inclusive of drinks

4. Mandarin Speaking guide for 23-26 April 2018

The tour guide/coordinator should have the following attributes:

- * DOT accredited tour guide
- * Attentive and addresses the needs of the client

5. Other Requirements
 - Inclusion of additional miscellaneous and incidental expenses to be incurred during the tour (toll fees, environmental fees, entrance fees, etc)
 - Provision of clean, comfortable and tourist friendly transport service for the participants
 - Coordination with TPB in all other matters required for the smooth implementation of the tour
 - Designation of a point person who will coordinate with TPB

IV. Time Frame and Schedule of Work

A tour operator to provide the mentioned services from 23-27 April 2018. (Please see attached itinerary)

V. Eligibility Requirements

1. Must be DOT accredited.
2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must be a member of DOT recognized organizations.
4. Must have handled at least three (3) government projects / events.
5. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.

VI. Technical Eligibility Documents

1. Company Profile
2. PhilGeps Accreditation
3. Valid DOT accreditation certificate
4. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name.
5. Valid and current Mayor's permit/municipal license

VII. BUDGET:

The allotted budget is **PHP 541,500.00** (inclusive of all applicable taxes).

VIII. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: James A. Sy**, after the completion of services

IX. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.