

# **MEGA MEDIA FAM TRIP (MMF Philippines 2018)**

## **SERVICES OF A TOUR OPERATOR FOR SITE VALIDATION TERMS OF REFERENCE (TOR)**

*As of 17 April 2018*

### **I. BACKGROUND**

Mega Media Fam Trip (MMF) Philippines is the first TPB institutional media project that focuses on the invitation of foreign media (print, broadcast, bloggers, vloggers) to experience the Philippines as a preferred destination in Southeast Asia focusing on the Filipino hospitality, natural and pristine settings, delectable food, rich heritage, and the most enlightening cultural interactions. It is also a venue for the media-savvy minds of the travel industry to come together, to network, to learn, to take blogging and cover travel stories to the next level.

Participants shall be brought to various parts of the country each centered on a particular theme in order to gather content for their publications, and inspire their followers and readers to visit the Philippines. This is also an excellent opportunity to liaise with the media to update them of the enticing attractions and exciting off-the-beaten-path adventures of the country with the main intention of connecting with them and building mutually beneficial relationships.

In this regard, the MMF Philippines Committee is in need of tour operators who will organize the various TPB-hosted tours.

### **II. SCOPE OF SERVICES**

The MMF Committee clustered together various tour modules\* in lots that will be opened small value procurement to qualified tour operators.

#### **\* Important Notes:**

- *Familiarization Trips for hotel accommodations (meals in hotels) are subject to sponsorships (hosted/discounted). Bidders should submit an itemized budget in the bid proposal that reflects the cost of air fare and accommodation and meals which **will be billed based on actual cost**.*
- *Tour activities may still be changed according to the recommendations of TPB representatives during the validation trips that TPB will be conducting in the tour destinations.*

## A. TOURS

	PARTICULARS
<b>Module 1:</b> <b>BICOL REGION</b> <b>(Legaspi - Sorsogon)</b>	<p>Destination: <b><u>BICOL</u></b></p> <p>Schedule : 02-05 May 2018</p> <p>Number of pax: 1 TPB reps (Ms. Patricia Alace Delas Alas) + 1 DOT Regional rep</p> <p>Pick up point : TPB Office/Legazpi Airport/Hotels in Bicol/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ Room Accommodation at Standard category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Twin sharing Occupancy for TPB reps and Single Occupancy for DOT regional rep</li> <li>▪ Preferred Hotels : The Oriental Hotel, Siam Hotel and Misibis Bay (other hotels, for approval of TPB)</li> <li>▪ Transportation (van/boat) <ul style="list-style-type: none"> <li>➤ All land and boat transfer at destinations as may be required</li> </ul> <p>Transportation: 1 van (2015 model or newer) with driver (inclusive of gas and parking fees)</p> </li> <li>▪ Tours and activities <i>Please see attached itinerary.</i> Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 2:</b> <b>ILOCOS REGION</b> <b>(Ilocos Norte - Ilocos Sur)</b>	<p>Destination: Ilocos</p> <p>Schedule: 27 April - 01 May 2018</p> <p>Number of pax: 2 TPB Representative (Ms. Hannah Yabyabin and Ms. Leanne Madrilejos) and 1 DOT Representative</p> <p>Pick up point: TPB Office/ Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ 2 Rooms for four (4) nights (with breakfast) based on Single Occupancy</li> <li>▪ Preferred Hotels : LUNA HOTEL in Vigan and FORT ILOCANDIA RESORT (other hotels, for approval of TPB)</li> <li>▪ Transportation (van / boat) <ul style="list-style-type: none"> <li>➤ All land and boat transfer at destination as may be required</li> </ul> </li> </ul>

	<p>Transportation: One (1) Grandia (2015 model or newer) with driver (inclusive of gas and parking fees)</p> <ul style="list-style-type: none"> <li>▪ Tours and activities <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 3:</b> <b>CAR REGION</b> <b>(Banaue - Sagada)</b>	<p>Destination: Banaue - Sagada  Schedule : 28 April – 02 May 2018  Number of pax: 2 TPB reps (Mr. Joram Ng and Mr. Reimark Mendoza) + 1 DOT Representative  Pick up point : TPB Office/ Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ Room Accommodation for four (4) nights (with breakfast) based on Twin Occupancy</li> <li>▪ Preferred Hotels : Banaue youth Hostel, Hotels Near Sagada (other hotels, for approval of TPB)</li> <li>▪ Transportation (van) <ul style="list-style-type: none"> <li>➤ All land transfer at destination as may be required</li> </ul> </li> <li>▪ Transportation: van (2015 model or newer) with driver (inclusive of gas and parking fees)</li> <li>▪ Tours and activities <i>Please see attached itinerary.</i></li> <li>▪ Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Porter Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 4:</b> <b>WESTERN VISAYAS REGION</b> <b>(Roxas-Iloilo-Bacolod)</b>	<p>Destination: Western Visayas  Schedule : 02-06 May 2018  Number of pax: 2 TPB rep (Ms. Nelia Ramos and Ms. Cely Faustino) + 1 DOT Representative  Pick up point : TPB Office/Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ Room Accommodation for four (4) nights (with breakfast)</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Preferred Hotels : see attached itinerary (other hotels, for approval of TPB)</li> <li>▪ Transportation (van / boat) <ul style="list-style-type: none"> <li>➤ All land and boat transfer at destination as may be required</li> </ul> <p>Transportation: van (2015 model or newer) with driver (inclusive of gas and parking fees)</p> </li> <li>▪ Tours and activities <i>Please see attached itinerary.</i> Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 5:</b> <b>CENTRAL VISAYAS REGION</b> <b>(Dumaguete-Siquijor-Cebu)</b>	<p>Destination: CENTRAL VISAYAS – SITE VALIDATION (DUMAGUETE, SIQUIJOR, CEBU)</p> <p>Schedule : 26-30 April 2018</p> <p>Number of pax: TPB – 2PAX (Mr. Andy Pagaduan and Mr. Mark Nicole Evangelista) // DOT REGIONAL – 1PAX (FOR CONFIRMATION)</p> <p>Pick up point : TPB Office/Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ DOT Accredited Hotel or Resort, Room Accommodation for four (4) nights (with breakfast) based on DOUBLE OCCUPANCY</li> <li>▪ Preferred Hotels : <ul style="list-style-type: none"> <li>- DUMAGUETE: ATMOSPHERE RESORT</li> <li>- SIQUIJOR: COCO GROVE BEACH RESORT</li> <li>- CEBU: SUMILON (FOR TPB APPROVAL)</li> </ul> </li> <li>▪ Transportation (van / boat) <ul style="list-style-type: none"> <li>➤ All Ferry (Fast Craft) transfers</li> <li>➤ All land and boat transfer at destination as required</li> </ul> <p><b>**SEE ATTACHED ITINERARY FOR SITE VALIDATION</b></p> <p>Transportation: ONE (1) GRANDIA TYPE VAN</p> </li> <li>▪ Tours and activities <i>Please see attached itinerary.</i> Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> </ul>

	<ul style="list-style-type: none"> <li>Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 6:</b> <b>NORTHERN MINDANAO</b> <b>(CDO-Camiguin-Bukidnon)</b>	<p>Destination: NORTHERN MINDANAO (CDO-CAMIGUIN-BUKIDNON)</p> <p>Schedule : 26-30 April 2018</p> <p>Number of pax: 2 TPB (Mr. Ramon Julian De Veyra Jr. and Mr. Miguel Cortez) + 1 DOT Representative</p> <p>Pick up point : TPB Office/ Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>Room Accommodation at standard category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy</li> <li>Preferred Hotels and Resorts: Seda Centrio, Red Planet, Paras Beach Resort (other hotels and resorts, for approval of TPB)</li> <li>Transportation (van / boat) <ul style="list-style-type: none"> <li>All land and boat transfer at destination as may be required</li> </ul> <p>Transportation: One (1) van (2015 model or newer) with driver (inclusive of gas and parking fees)</p> </li> <li>Tours and activities <i>Please see attached itinerary.</i> Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>Entrance Fees/Environmental Fees</li> <li>Other miscellaneous expenses</li> <li>Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 7:</b> <b>DAVAO/SOCCKSARGEN REGION</b> <b>(Davao-GenSan)</b>	<p>Destination: Davao and General Santos</p> <p>Schedule : 02-07 May 2018</p> <p>Number of pax: 2 TPB reps (Ms. Micaela Ochoa and Ms. Micka Anjella Calzado) + 1 DOT Representative</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>Room Accommodation based on Twin sharing occupancy for the whole duration of the trip. Preferred Hotels: <ul style="list-style-type: none"> <li>South Cotabato: Punta Isla Lake Resort</li> <li>General Santos: Greenleaf Hotel / East Asia Royale</li> <li>Davao: Marco Polo Davao / Seda Abreeza / Pearl Farm Beach Resort</li> </ul> </li> <li>Transportation (van / boat) <ul style="list-style-type: none"> <li>All land and boat transfer at destination as may be required (inclusive of gas, toll and parking fees)</li> </ul> </li> <li>Tours and activities. <i>Please see attached itinerary.</i> Lunch and Dinner— <i>Please see attached itinerary.</i></li> </ul>

	<ul style="list-style-type: none"> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Lunch and Dinner all throughout the duration of the tour</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul>
<b>Module 8:</b> <b>PALAWAN</b> - (Puerto Princesa – El Nido) - (Coron)	<p>Destination: PPS – El Nido  Schedule : 26-30 April  Number of pax: 2 TPB rep (Ms. Abigail Francisco and Ms. Gianna Anonuevo) + 1 DOT Representative  Pick up point: TPB Office/ Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ Room Accommodation for four (4) nights (with breakfast) based on Twin-Sharing Occupancy</li> <li>▪ Preferred Hotels : Lio Tourism Estate, Sheridan, Bestwestern Plus the Ivywall</li> <li>▪ Transportation (van / boat) <ul style="list-style-type: none"> <li>➤ All land and boat transfers at destination as may be required</li> </ul> </li> </ul> <p>Transportation: One (1) van (2015 model or newer) with driver (inclusive of gas and parking fees)</p> <ul style="list-style-type: none"> <li>▪ Tours and activities  <i>Please see attached itinerary.</i></li> <li>▪ Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Lunch and Dinner all throughout the duration of the tour</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul> <p>Destination: Coron  Schedule : 02-05 May  Number of pax: 1 TPB rep (Ms. Monina Valdez) + 1 DOT Regional Office rep  Pick up point: TPB Office/Airport/Hotels/NAIA</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> <li>▪ Room Accommodation for three (3) nights (with breakfast)</li> <li>▪ Preferred Hotels : Two Seasons Bayside / Funny Lion</li> <li>▪ Transportation (van / boat)</li> </ul>

	<p>➤ All land and boat transfers at destination as may be required</p> <p>Transportation: One (1) van (2015 model or newer) with driver (inclusive of gas and parking fees)</p> <ul style="list-style-type: none"> <li>▪ Tours and activities <i>Please see attached itinerary.</i></li> <li>▪ Lunch and Dinner— <i>Please see attached itinerary.</i></li> <li>▪ Provision of 1 DOT Accredited Tour Guide (English-speaking)</li> <li>▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>▪ Entrance Fees/Environmental Fees</li> <li>▪ Other miscellaneous expenses</li> <li>▪ Provision for on-site related expenses as the need arises</li> </ul>
--	---

## II. ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- Must have valid SEC, DTI or CDI registration certificate
- Must have valid Mayor's Permit
- Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate
- Must submit copy of valid DOT-accreditation certificate
- Must submit valid DOT-accreditation certificate
- Must submit list of projects completed / clients for the past two years

## III. SPECIAL/ADDITIONAL REQUIREMENTS

The Travel and Tour Operators must be:

- DOT-accredited establishment.
- Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids.
- At least five (5) years' experience and expertise in inbound (domestic) travel.
- Participated in at least one (1) TPB road shows / Trade Fairs abroad for the past five (5) years.
- Hotels and resorts used for the tours should be DOT-accredited and should be Deluxe. Moreover, tour guides and tourist transport companies should be DOT-accredited
- Willing to provide services on "send-bill" arrangement.
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines. Provided, that the Travel and Tour Operator Association is a member of a reputable international travel association in Southeast Asia.

Transport Service must be:

- DOT – Accredited vehicles

- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

Tour Guide and Tour Coordinator must be:

- The tour guide must be duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide.
- He or she must have at least three (3) years' experience as a tour guide.
- He or she must have handled at least one foreign tour groups, or foreign diplomatic/dignitaries group.
- He or she must not have been convicted nor found guilty of a crime or administrative offense.
- He or she must be fluent and conversant in English.
- He or she should have a strong sense of Philippine history, culture and tradition, art as well as about current events.
- He or she must have an engaging personality such as being able to provide wholesome fun, humor and entertainment in his/her commentaries.
- He or she must be able to project confidence and composure even with difficult or demanding guests.

#### **IV. ABC**

The allotted budget is PHP 989,500.00 (inclusive of all applicable taxes).

#### **V. INVITATION TO SUPPLIERS**

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for ALL of the attached tour modules. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.

Proposed price should be adjusted, should there be sponsorship and discounts for some of the package components. The winning bidders shall be determined in accordance with the process of R.A. 9184 and it's Revised IRR provided that it does not exceed the ABC per lot.

#### **VI. PROJECT OFFICERS/CONTACT PERSONS**

##### **MS. MICKA ANJELLA D. CALZADO**

Project Officer

International Promotions Department

Email address: [anjella\\_calzado@tpb.gov.ph](mailto:anjella_calzado@tpb.gov.ph)

Tel. No: 525- 7320 / 525-9318 loc. 269

##### **MS. MICAELA B. OCHOA**

Project Officer

Email address: [micaela\\_ochoa@tpb.gov.ph](mailto:micaela_ochoa@tpb.gov.ph)

Tel. No: 525- 7320 / 404-2641 loc. 203



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

Please send billing statement to:

**TOURISM PROMOTIONS BOARD**

4/F Legaspi Towers 300, Roxas Blvd. cor. P. Ocampo St.

Malate, Manila 1104