

TERMS OF REFERENCE

Requirements for a Services of a Tour Operator

Project: TPB/DOT Korea – 2018 ASEAN-Korea Youth Network Workshop
Date: 7-12 July 2018
Venue: Manila and environs

I. Background

The ASEAN-Korea Centre (AKC) in partnership with the University of the Philippines Asian Center has requested the support of the Tourism Promotions Board through Philippine Department of Tourism Korea in collaboration with their event entitled 2018 ASEAN-Korea Youth Network Workshop with the theme "ASEAN and Korean Youth as Drivers of Global Digitalization".

The abovementioned event is one of the AKC's flagship programs. It will be held in Seoul on 02-07 July and in Manila on 07-12 July 2018. This program will be participated by 70 students from ASEAN, Korea, China, and Japan and accompanied by reporters from the biggest Korean news agencies to cover the whole trip. Through this program the qualified participants will be engage in theme-related lectures, site visits as well as cultural and team building activities.

Program Activities:

- Lectures and discussions on ASEAN and ASEAN-Korea relations as well as youth and digitalization
- Educational trips
- Team-building activities
- Cultural explorations

AKC Subscribers and Engagements as of FY 2017:

- a. Facebook (AKC)
 - 31,111 likes
 - 31,283 followers
 - 5,444,831 post reach
- b. Facebook (ASEAN-Korea Youth Network Workshop)
 - 10,164 likes
 - 10,173 followers
- c. Instagram
 - 900 followers
- d. Youtube
 - 280 subscribers
 - 13,808 views
- e. Naver blog (Korean)
 - 646,873 page views
 - 10 articles were featured in Naver website
- f. Wordpress Blog (English)
 - 55,941 page visits

II. Details of the Event

Date	:	07-12 July 2018
Venue	:	Manila and environs
Expected Number of Foreign Participants Participants	:	85 pax
Total no. of participants	:	90 pax (including TPB officers)

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine Tour Operators to implement the familiarization Trip for the abovementioned event based on the following requirements:

III. Scope of Services

1. TOURS AND OTHER ACTIVITIES with DOT ACCREDITED ENGLISH SPEAKING GUIDE (see attached itinerary)

- 08 July 2018 : to implement tour activities for the 90 participants at Las Casas Filipinas de Acuzar Bataan. See attached itinerary for the program. Please note that that TPB has requested special rate for the tours. Billing should be based on the actual price.

2. TRANSPORTATION (see attached itinerary)

- Can provide 2 buses (at least 2015 model) that can accommodate at least 90 pax to be used in Manila and environs from 07-11 July 2018. (see attached itinerary for the destinations)
- Provision of clean, comfortable and tourist friendly transport service for the participants of the inclusive of the following:
 - Uniformed, presentable and trained drivers
 - Gasoline, toll and parking fees
 - Dispatcher / coordinator per vehicle
- Provision of first aid kit and hygiene kit on-board
- Provision of proper, approved, clean signage for the vehicles
- Provision of snacks to include Philippine delicacies like dried mangoes and banana chips with non-alcoholic beverages on-board
- Provision of wi-fi on-board

3. INCENTIVIZED DINNER RECEPTION WITH CULTURAL ENTERTAINMENT

- Can arrange incentivized dinner with cultural entertainment at Provenciano Restaurant Quezon City for 100 pax for the TPB Hosted Welcome Dinner Reception on 07 July 2018. (Date and venue is still subject to change without prior notice)

4. TOUR COORDINATOR

- To coordinate with TPB project officer in all other matters required for the smooth implementation of the tour.

IV. Eligibility Requirements

1. Must be a Department of Tourism (DOT) accredited Tour Operator.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
4. Must have a professional track record in handling international groups in the last five years.
5. Must have handled at least three (3) government projects / events
6. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
7. Must have the capacity to provide first class services.

V. Technical Eligibility Documents

1. Company Profile
2. PhilGeps Accreditation
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit/municipal license
5. List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last five (5) years

VI. Budget for the Contract

The allotted budget is **Php 572,500.00** (inclusive of all applicable taxes).

VII. PAYMENT PROCEDURE

Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.

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VIII. EVALUATION PROCEDURE

The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall quality of goods and services offered based on bidding documents, provided that the amount of bid does not exceed the above total budget.