

TERMS OF REFERENCE (TOR)

PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2018
Services of a Tour Operator
(Pre Tours and Post Tours)
As of 16 July 2018

I. BACKGROUND

PHITEX is the biggest government organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event host qualified international buyer delegates all over the world to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.

In 2007, aside from holding it in Cebu for the first time, another component was added in the activity wherein industry experts are invited as resource speakers to discuss new trends in tourism marketing as well as marketing strategies in mature and emerging markets.

PHITEX Participants in the last 5 years:

	2014	2015	2016	2017
Buyers	194	185	201	209
No. of countries	30	30	35	34
Sellers: Companies	127	140	132	154
Delegates	197	217	196	236

II. SCOPE OF SERVICES

The PHITEX Tours Committee clustered together various tour modules* (for Pre Tours and Post Tours) in lots that will be opened for public bidding to qualified tour operators.

*** Important Notes:**

- *Tours, activities, transportation and meals (lunch and snacks) are subject to sponsorships (hosted/discounted). Bidders should submit an itemized budget in the bid proposal that reflects the cost of tours, activities, transportations and meals which **will be billed based on actual costs.***
- *Tour activities may still be changed according to the recommendations of DOT Regional Offices.*

A. PRE TOURS

	PARTICULARS	ABC
<p>Lot 1: CORREGIDOR AND MANILA</p>	<p>Destination: Corregidor and Manila Number of pax: 65 Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Transportation (bus / ferry) ▪ Hotel (1st call, TBA) to port or destination ▪ Port or destination to Hotel (TBA) ▪ All land and boat transfers at destinations as may be required <p>Transportation: Two (2) 40 seater bus (2015 model or newer) with driver (inclusive of gas and parking fees)</p> <ul style="list-style-type: none"> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized lunch and snacks (Please see attached itinerary) <p>Note: Lunch and snacks all throughout the day tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) 	<p>629,000.00</p>

	<ul style="list-style-type: none"> ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Port Terminal Fees ▪ Porter Fees ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
<p>Lot 2 BATANGAS AND TAGAYTAY</p>	<p>Destination: Batangas and Tagaytay Number of pax: 65 Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Transportation (Bus / Coaster) ▪ Hotel (1st call, TBA) to destination ▪ Destination to Hotel (TBA) ▪ All land transfers at destinations as may be required 	<p>928,000.00</p>

	<p>Transportation: Two (2) 40 seater bus (2015 model or newer) with driver (inclusive of gas and parking fees)</p> <ul style="list-style-type: none"> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized lunch and snacks (Please see attached itinerary) <p>Note: Lunch and snacks all throughout the day tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB 	
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	<p>drive to be distributed to each participant after the tour module</p> <ul style="list-style-type: none"> ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Port Terminal Fees ▪ Porter Fees ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
<p>Lot 3: BATAAN</p>	<p>Destination: Bataan Number of pax: 65 Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Transportation (bus / ferry) ▪ Hotel (1st call, TBA) to port ▪ Port to Hotel (TBA) ▪ All land and boat transfers at destinations as may be required Transportation: Two (2) 40 seater bus (2015 model or newer) with driver (inclusive of gas and parking fees) ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized lunch and snacks (Please see attached itinerary) <p>Note: Lunch and snacks all throughout the day tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) 	<p>713,500.00</p>

	<ul style="list-style-type: none"> ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Port Terminal Fees ▪ Porter Fees ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility 	
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	per tour module; including coordination with coastguards for boat transfers.	
Lot 4: LAGUNA	<p>Destination: Laguna Number of pax: 65 Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Transportation (bus) ▪ Hotel (1st call, TBA) destination ▪ Destination to Hotel (TBA) ▪ All land and boat transfers at destinations as may be required Transportation: Two (2) 40 seater bus (2015 model or newer) with driver (inclusive of gas and parking fees) ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized lunch and snacks (Please see attached itinerary) <p>Note: Lunch and snacks all throughout the day tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. 	544,500.00

	<ul style="list-style-type: none"> ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator's logo and subject to TPB's approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB's approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Port Terminal Fees ▪ Porter Fees ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
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B. POST TOURS

	PARTICULARS	ABC
<p>Lot 5: ILOCOS Region</p>	<p>Destination: Ilocos Norte – Ilocos Sur Number of pax: 32 pax Pick-up: Hotel (TBC)</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of 32 pax ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy ▪ Preferred Hotels : Fort Ilocandia in Ilocos Norte and Hotel Luna in Ilocos Sur (other hotels, for approval of TPB) ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Transportation: Two (2) 20 seater coaster (2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) luggage van with driver or 1 bus</p> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) 	<p>2,438,000.00</p>

	<ul style="list-style-type: none"> ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
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<p>Lot 6: CAR Region</p>	<p>Destination: Banaue – Sagada Number of pax: 22 Pick up point: Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and re routable Domestic airline tickets with 20 kg baggage allowance for a maximum of 22 pax ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy ▪ Preferred Hotels : Banaue Hotel (other hotels, for approval of TPB) ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Land Transportation: Three (3) vans (Toyota Grandia/Hi-ace 2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) additional van for luggage only (with driver)</p> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, 	<p>1,221,000.00</p>
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	<p>mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.)</p> <ul style="list-style-type: none"> ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
<p>Lot 7: BICOL REGION</p>	<p>Destination: Albay – Camarines Sur Number of pax: 32 Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p>	<p>1,862,000.00</p>

	<ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of 32 pax ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy ▪ Preferred Hotels : The Oriental Hotel and Tugawe Cove (other hotels, for approval of TPB) ▪ Transportation (coaster / van / boat) ▪ Hotel (1st call, TBA) to Domestic Airport ▪ Domestic Airport to Hotel (2nd call, TBA) ▪ All land and boat transfers at destinations as may be required Transportation: Two (2) 20 seater coaster (2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) van for luggage only (with driver) ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) 	
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	<ul style="list-style-type: none"> ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
<p>Lot 8: WESTERN VISAYAS REGION (Iloilo and Bacolod)</p>	<p>Destination: Iloilo and Bacolod Number of pax: 52 pax Pick up point: Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of 52 pax ▪ Comprehensive Travel Insurance 	<p>3,374,000.00</p>

	<ul style="list-style-type: none"> ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy ▪ Preferred Hotels: Seda Hotel, Courtyard by Marriott Hotel Iloilo and L'Fisher (other hotels, for approval of TPB) *refer to itinerary for the stay dates ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Transportation: Four (4) 20 seater coaster (2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) van for luggage only (with driver) or 1 bus</p> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. 	
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	<ul style="list-style-type: none"> ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
<p>Lot 9: PUERTO PRINCESA – EL NIDO, PALAWAN</p>	<p>Destination: El Nido and Puerto Princesa, Palawan Number of pax: 32 pax Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance each for a maximum of 32 pax ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) 	<p>2,886,000.00</p>

	<p>nights (with breakfast) based on Single Occupancy</p> <ul style="list-style-type: none"> ▪ Preferred Hotels: El Nido Resorts, Princesa Garden Island Resort and Spa, Sheridan Beach Resort & Spa (other hotels, for approval of TPB) ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Transportation: Two (2) 20 seater coaster (2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) van for luggage only (with driver)</p> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains 	
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	<ul style="list-style-type: none"> ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
<p>Lot 10: CORON, PALAWAN</p>	<p>Destination: CORON Number of pax: 32 Pick up point: Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of 32 pax ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy 	<p>3,006,000.00</p>

	<ul style="list-style-type: none"> ▪ Preferred Hotels: Busuanga Bay Lodge (other hotels, for approval of TPB) ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Transportation: Four (4) vans (Toyota Grandia/Hi-ace 2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) additional van for luggage only (with driver)</p> <ul style="list-style-type: none"> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains 	
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	<ul style="list-style-type: none"> ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
<p>Lot 11: CENTRAL VISAYAS (Dumaguete-Siquijor-Cebu)</p>	<p>Destination: Dumaguete – Siquijor - Cebu Number of pax: 27 pax Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of 27 pax ▪ Comprehensive Travel Insurance ▪ Fast Ferry (Oceanjet) Cebu – Tagbilaran (Business Class Section) ▪ Room Accommodation at Deluxe category or its equivalent for four (4) nights (with breakfast) based on Single Occupancy 	<p>2,255,000.00</p>

	<ul style="list-style-type: none"> ▪ Preferred Hotels/Resorts: <ul style="list-style-type: none"> ▪ Dumaguete: Atlantis Dive Resorts ▪ Siquijor: Coco Grove Beach Resort ▪ Cebu: Sumilon (For Tpb Approval) <ul style="list-style-type: none"> *other hotels, for approval of TPB ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Transportation: Two (2) 20 seater coaster (2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) van for luggage only (with driver)</p> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains 	
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	<ul style="list-style-type: none"> ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
<p>Lot 12: DAVAO</p>	<p>Destination: Davao Number of pax: 37 pax Pick up point : Hotel</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of 37 pax ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy 	<p>2,783,000.00</p>

	<ul style="list-style-type: none"> ▪ Preferred Hotel: Seda Abreeza, Marco Polo Hotel, Pearl Farm (other hotels, for approval of TPB) ▪ Transportation (coaster / van / boat) <ul style="list-style-type: none"> ➢ Hotel (1st call, TBA) to Domestic Airport ➢ Domestic Airport to Hotel (2nd call, TBA) ➢ All land and boat transfers at destinations as may be required <p>Transportation: Two (2) 20 seater coaster (2015 model or newer) with driver (inclusive of gas and parking fees) and one (1) van for luggage only (with driver)</p> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner (Please see attached itinerary) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of bottled water, juice or soft drinks) and one can or bottle of beer</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.) ▪ 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.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains 	
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	<ul style="list-style-type: none"> ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour and to provide a consolidated output stored in a USB drive to be distributed to each participant after the tour module ▪ Provision of snacks on board, cold towels and bottled water ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidentals and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module; including coordination with coastguards for boat transfers. 	
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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 be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations
- 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.
- Able to work on a minimum guarantee of ten (10) pax per module. In the excess of 10 pax, tour operator shall be paid according to actual number of pax serviced/delivered and costs incurred which shall not exceed the ABC.
- If a tour module does not acquire any participant during the registration period, this will result to cancellation of the tour module. TPB shall inform tour operator of any tour module cancellation/s not later than 16 August 2018.
- Provide services on "send-bill" arrangement.
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines.

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 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.

III. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for ANY or ALL of the attached tour modules per lot basis. 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.

A provision for one (1) to three (3) TPB tour coordinator/s for each destination shall be included in the cost. Price proposed 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 its Revised IRR. Awarding shall be based on the

Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

IV. ABC

The allotted budget is **PHP 22,640,000.00 (inclusive of all applicable taxes)**.

V. PROJECT OFFICERS/CONTACT PERSONS

MS. MICKA ANJELLA D. CALZADO

Project Officer

International Promotions Department

Email address: anjella_calzado@tpb.gov.ph

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

MS. HANNAH S. YABYABIN

Project Officer

Email address: hannah_sarmiento@tpb.gov.ph

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

MS. NINIBETH LEANNE V. MADRILEJOS

Project Officer

Email address: leanne_madrilejos@tpb.gov.ph

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

VI. BILLING ARRANGEMENT: Send bill arrangement based on actual number of participants and costs incurred

Please send billing statement to: **TOURISM PROMOTIONS BOARD**
4/F Legaspi Towers 300, Roxas Blvd. cor. P. Ocampo St. Malate, Manila 1104