

TERMS OF REFERENCE

Requirements for the Services of a Tour Operator

Project: Nippon Surfing Association Inspection and Coverage
Date: 10-18 July 2018
Venue: Siargao & Cebu

I. Background

With the rapid growth of surfing enthusiasts in Japan, DOT Osaka has invited the Nippon Surfing Association (NSA) to do 4 feature articles on Siargao with a writer and photographer from Surf Trip Journal, and 2 pro surfer social media influencers. The group will be assisted and accompanied by representatives of DOT Osaka to add assurances of safety in the destination.

NSA Inspection and Coverage Details
Travel Period: 10-18 July 2018
Duration of Stay: 9 days/8nights

II. Details of the Event

Venue : Siargao & Cebu
Expected Number
of Foreign Participants : 4 pax
Participants
Total no. of participants : **6 pax (including DOT & TPB officers)**

The Tourism Promotions Board (TPB) of the Department of Tourism (DOT) is inviting qualified Philippine tour operators to provide and manage the tour and transportation requirements of the abovementioned event based on the following guidelines:

III. Scope of Services

1. INTERNATIONAL AIRTICKETS

- Roundtrip international air tickets preferably on the below flight schedules:

| DATE | FLIGHT NUMBER | ETD | NUMBER OF PAX |
|--------------|---------------|-------------------------|---------------|
| 10 July 2018 | PR433 | NRT for Cebu: 14:40H | Four (4) |
| 10 July 2018 | PR409 | KIX for Cebu: 15:25H | One (1) |
| 18 July 2018 | PR434 | Cebu for NRT: 08:00H | Four (4) |
| 18 July 2018 | PR410 | Cebu for KIX: 09:15H | One (1) |

- Passenger should have 20 kgs baggage allowance when applicable.
- Air tickets should be rebookable, refundable and reroutable.

- Preferably Philippine Airlines.

2. DOMESTIC AIRTICKETS

- Roundtrip domestic air tickets preferably on the below flight schedules:

| DATE | FLIGHT NUMBER | ETD | NUMBER OF PAX |
|--------------|---------------|-----------------------------|---------------|
| 10 July 2018 | PR1853 | Manila for Cebu: 10:55H | One (1) |
| 11 July 2018 | PR2374 | Cebu for Siargao: 11:30H | Six (6) |
| 17 July 2018 | PR2375 | Siargao for Cebu: 13:00H | Six (6) |
| 18 July 2018 | PR2848 | Cebu for Manila: 10:05H | One (1) |

- Passenger should have 20 kgs baggage allowance when applicable.
- Air tickets should be rebookable, refundable and reroutable.
- Preferably Philippine Airlines.

3. ACCOMMODATION

3.1 Siargao

- A DOT-accredited resort/hotel in Siargao with good location that can provide six (6) single deluxe rooms with breakfasts on 11-17 July 2018, preferably Bayud Resort, Ocean 101 or similar categories.

3.2 Cebu

- A 4-5 star DOT-accredited hotel or resort in Lapu-Lapu City, Mactan, that can provide six (6) single deluxe rooms with breakfast on 10-11 July and 17-18 July 2018, preferably Crimson Hotel, Maribago Bluewaters, Be Resorts or similar categories.

4. TOURS AND OTHER DAILY ACTIVITIES with DOT-ACCREDITED Japanese-speaking GUIDE OR INTERPRETER (see attached itinerary for the group's daily activities)

4.1 Siargao Tour

4.2 Cebu/Mactan Half Day Twin City Tour

5. TRANSPORTATION (see attached itinerary)

- Can provide a tourist van as transportation in Siargao and Cebu City/Mactan from 10-18 July 2018. (see attached itinerary for the timetable)
- Provision of clean, comfortable and tourist friendly transport service for the participants 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 onboard
- Provision of proper, approved, clean signage for the vehicle
- Provision of snacks/chips and water on board

6. MEALS and BEVERAGES

- Can arrange lunch, snacks and dinner from 10-18 July 2018.
(Refer to the attached itinerary)

7. Tour Coordinator

- To provide cash advances for snacks and other onsite tour related expenses.

Other requirements

- 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. 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 within the last year.
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 two (2) years

VI. Budget for the Contract

The allotted budget is **Php 888,900.00** (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.