

TERMS OF REFERENCE

I. PROJECT

UK's Globetrotter TV's Philippine Expedition Season 2 filming on November 11 to 25, 2018 covering Rizal, Iloilo, South Cebu, Bacolod, Siquijor and Apo Island (Dumaguete) as endorsed by Department of Tourism (DOT) – London.

II. BACKGROUND

Globetrotter Television is a UK-based business committed to providing the best travel and tourism programming to both online and broadcast viewers. To date, they have already produced and continue to build a wide range of exciting new programs that will surely attract, inform and entertain a growing audience of travel enthusiasts.

For the season 2, Globetrotter Television aims to feature less known Philippine destinations such as Rizal, Iloilo, South Cebu, Bacolod, Siquijor and Apo Island (Dumaguete), and has committed 4 to 6 episodes on Philippine travel series for Globetrotter's World. Globetrotter's World is the flagship documentary series of the network that takes a detailed look at specific destinations around the world, highlighting the best of both popular and lesser known places. It will give inspiration and informative entertainment for travelers.

The actual shoot is scheduled on November 11 to 25, 2018.

III. PURPOSE/OBJECTIVES

- a. To feature the Philippines as an international tourism destination
- b. To drive more UK travelers to visit the Philippines.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Must be DOT-accredited;
- b. Willing to provide services on "send-bill" arrangement;
- c. Flexible and could adjust immediately to urgent requirements without additional cost to the client;
- d. Must arrange for the shooting permits in all the destinations covered.

V. SCOPE OF WORK/DELIVERABLES

- a. Draft itinerary is attached. Awaiting for the final itinerary.
- b. Must provide for on-site related expenses as the need arises
- c. Travel dates: November 11 to 25, 2018

- d. Destinations: Manila, Rizal, Iloilo, South Cebu, Bacolod, Siquijor, Apo Island (Dumaguete)
- e. The tour operator should have the following attributes:
1. Attentive and addresses the needs of the client
 2. Has been in the industry for at least 3 years
 3. Must be willing to provide services on a send bill arrangement
- f. Accommodation
1. Manila
 - 3 nights (November 11 to 13, November 24 to 25) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preferences: Marriot Hotel, Diamond Hotel
 2. Roxas
 - 1 night (November 13 to 14) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preference: Espacio Verde
 3. Iloilo City
 - 1 night (November 14 to 15) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preferences: SEDA Atria, Richmonde Hotel Iloilo
 4. Cebu City
 - 1 night (November 15 to 16) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preference: Radisson Blu, Marco Polo Plaza Cebu
 5. Moalboal
 - 2 nights (November 16 to 18) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preferences: Kasai Village Dive Resort
 6. Bacolod City
 - 2 nights (November 18 to 20) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preferences: Seda Capitol Central, L' Fischer Chalet
 7. Negros Occidental
 - 1 night (November 20 to 21) with complimentary breakfast
 - Five (5) single rooms and one (1) twin room
 - Preferred Hotel: Punta Bulata
 8. Dumaguete
 - 1 night (November 21 to 22) with complimentary breakfast
 - Five (5) single rooms and one (1) twin room
 - 3 or 4 Star Hotel within the city

9. Siquijor
 - 2 nights (November 22 to 24) with complimentary breakfast
 - Five (5) single rooms, one (1) twin room
 - Hotel preferences: Coco Grove Beach Resort, Salamangka Beach and Dive Resort
- g. Transportation
 1. Van / Coaster
 - As needed (please refer to the itinerary)
 - Inclusive of taxes, meals of the driver, toll fees, gasoline and other related expenses
 2. Ferry
 - Dumaguete to Siquijor – November 22, 2018
 - Siquijor to Dumaguete – November 24, 2018
- h. Local Guide
 1. Provision of (1) guide per destination. Highly knowledgeable about the tourist spots indicated in the itinerary
- i. Meals
 1. meals requirement as stated in the itinerary
- j. Tours and activities
 1. Manila / Rizal
 - Pinto Art Museum
 - Daranak Falls
 - Lulljetta's Hanging Gardens (with spa for 4 persons)
 - Business district tour (Makati and Bonifacio Global City areas)
 2. Roxas
 - Palina Greenbelt Ecopark
 - Mangrove tour
 3. Iloilo
 - Island hopping at Isla De Gigantes
 - Countryside tour
 4. South Cebu
 - Whaleshark encounter
 - Canyoneering
 - Kawasan Falls
 - Moalboal Island Hopping
 5. Bacolod
 - Lakawon Island with activities
 - Don Papa Rum Factory
 - Spa at Punta Bulata for 2 persons
 - Island hopping at Danjuhan Island
 6. Siquijor

- Countryside tour
- Apo Island Tour

*** note: all entrance fees and other expenses related to tours should be under the tour operator

k. Shooting and filming

1. Securing of shooting permits (if needed) in all location as stated in the itinerary
2. Please advise all establishment that the group will film

l. Other matters

1. Assigning of one (1) tour coordinator who will join during the entire the leg.
2. Availability of cold towels, bottled water and snacks as the need arises.
3. Should TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator
4. The tour operator should be able to cater to any addition or cancellations
5. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes
6. Any other requirements that may be mutually agreed upon by TPB and the service provider
7. Tour operators must only transact with DOT-accredited suppliers.

VII. TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS

- a. Must be accredited by the Department of Tourism (DOT)
- b. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)
- c. DTI Business Registration/SEC Certificate
- d. Mayor's Permit or License to Operate
- e. BIR Registration with TIN
- f. Company Profile

Bid Price Ceiling is **PHP 998,500.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

For particulars please contact:

Ms. Maria Febbie Alacapa

Marketing Communications Department

E-mail address: febbie_alacapa@tpb.gov.ph

Tel: 525-9310 loc 267/523-8960

0915 8638451