

# TOUR OPERATOR SERVICES

## ENTACOOOL Media Coverage

### TERMS OF REFERENCE

#### I. Background:

In order for TPB to successfully implement an integrated domestic and international promotions and marketing programs for the Department, the public and private sector should have up-to-date knowledge and enhanced understanding of the tourism trends and strategies/approaches in increasing the marketability of tourism destinations in order to achieve global competitiveness. There is a need to conduct tourism marketing educational seminars regularly to increase awareness and knowledge on tourism global trends and new marketing approach to increase travel domestically as well as attract more foreign visitors to the Philippines.

The implementation of tourism marketing educational programs are geared towards achieving global competitiveness and travel excellence targeting Local Government Units (LGUs), tourism stakeholders and alliances specifically in provinces, cities, and municipalities nationwide.

With Baguio's designation as a UNESCO Creative City, DOT-CAR through its REV-BLOOM Campaign of REVIVING iconic features and events, in collaboration with Tourism Promotions Board proposes to initiate with the end-in-view of institutionalizing the once renowned Baguio arts scene, riding on the UNESCO Creative city status to fulfill the commitment. The Baguio Arts and Creative Festival shall be staged this time in a grander, bigger and ambitious setting befitting a Creative City. This event will not only cater to the local art scene but will also be implemented at an international level. This convergence of Baguio's creative community with national and international art players shall become a learning exposure for both parties which will be a win-win situation in the objective to expose Baguio City's creative outputs in the grander international scene. The aim is to showcase local talent as well as to increase and emphasize the importance of the creative industry as an economic driver adopting a viable urban agenda for sustainable social growth.

#### II. Specifications

**IN THE AMOUNT ONE MILLION PESOS (PHP 1,000,000.00), INCLUSIVE OF APPLICABLE TAX & FEES**

Tour Services covering:

|   |                              |
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| <b>Accommodation (total of 30 rooms)</b><br><br><b>Le Monet</b><br>November 9 to 12<br>3 single rooms<br>7 twin rooms<br>2 triple sharing rooms<br><br><b>Manor</b><br>November 9 to 12 | With complimentary breakfast |
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| <p>10 single rooms</p> <p><b>Forest Lodge</b><br/>November 9 to 12<br/>8 single rooms</p>   |   |
| <p><b>Transfers</b></p> <p>40 or 45 seater tourist</p> <p>Nov 09, 2018 ETD MNL 02:00 PM to BAGUIO CITY<br/>Nov 10, 2018 within Baguio City<br/>Nov 11, 2018 within Baguio City<br/>Nov 12, 2018 ETD BAGUIO CITY 09:00 AM to MNL</p> | <ul style="list-style-type: none"> <li>• can accommodate 20 to 30 persons tourist bus (40 or 45 seater tourist bus is recommended)</li> <li>• with built in CR</li> <li>• Shall provide cold drinks and snacks on board</li> <li>• inclusive of toll fee, drivers meal and drivers accommodation</li> </ul> |

**III. Eligibility Requirements:**

1. Must be Filipino owned, operated and legally registered tour services company under Philippine laws;
2. Must have a minimum of 3 years' experience in providing land transportation services;
3. Must have the expertise in the organizing and coordinating travel arrangements with airlines, land transportation and hotel accommodation;
4. Must be accredited with the Philippine Government Electronic Procurement Systems (PHILGEPS).

**IV. Technical Eligibility Documents:**

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. BIR Registration with TIN
4. PhilGEPS Certificate
5. Company Profile

**V. Guidelines:**

1. Winning bidder must propose needed specifications of the concerned TPB personnel.
2. Responds to immediate/unforeseen changes in the specifications.
3. Preferably accommodation and transportation are DOT Accredited facilities.
4. Driver is knowledgeable of route to and from Manila and within Baguio City.

**VI. Scope of Services:**

1. Provide accommodation as stated in the specifications.

2. Provide land transportation as stated in the specifications.
3. Provide tour coordinator who will join the trip to oversee arrangements

## **VII. Contract of Service/Financial Proposal**

The financial proposal for the tour services in Baguio City should cover the following expenditures:

1. Purchase of accommodation, van transfers and other applicable taxes/fees.

Bid Price Ceiling is Php 1,000,000.00 inclusive of taxes. For particulars, please contact Maria Febbie Alacapa at telephone number 525-9318 local 267