

## **TERMS OF REFERENCE**

### **I. PROJECT**

PDOT Tokyo Media Familiarization Trip in Manila, El Nido and Davao from 22 November to 01 December 2018.

### **II. BACKGROUND**

The PDOT Tokyo is organizing a media familiarization trip in Manila, El Nido and Davao on 22 November to 01 December 2018 which aims to invite online publications that will help reintroduce and rebrand Manila as a fun and hip destination, El Nido as high-end green destination and Davao as a new destination for culinary tourism for the Japanese market.

The actual trip is scheduled on 22 November to 01 December 2018.

### **III. PURPOSE/OBJECTIVES**

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

### **IV. DETAILS OF THE EVENT:**

Date	:	22 November to 01 December 2018
Venue	:	Manila, El Nido and Davao
Expected Number of Foreign Participants	:	8 pax
Total No. of Participants:		9 pax
Including TPB Officer		

### **V. 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 be willing to allow hotel shooting/filming
- e. Must be willing to extend FOC or preferential rates

### **VI. 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 22 to December 01
- d. Destinations: Manila, El Nido, Davao
- 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. Provide accommodation services on the following destination and dates:

- **MANILA**

- November 22 to 23 (1 night), four (4) single rooms
- With complimentary breakfast
- Preferred accommodation: The Peninsula Manila
  
- November 25 to 26 (1 night), eight (8) single rooms
- With complimentary breakfast
- Preferred accommodation: Fairmont Makati
  
- November 28 to December 01 (2 nights), four (4) single rooms
- With complimentary breakfast
- Preferred accommodation: Grand Hyatt / Shangri-La at the Fort

- **EL NIDO**

- November 23 to 25 (2 nights), eight (8) single rooms
- With complimentary breakfast
- Preferred accommodation: Apulit Island, El Nido Resorts

- **DAVAO**

- November 26 to 28 (2 nights), three (3) single rooms
- With complimentary breakfast
- Preferred accommodation: Marco Polo Davao

g. Transportation

- Transportation services as indicated in the itinerary and as needed inclusive of taxes, meals of the driver, toll fees, gasoline and other related expenses

h. Local Guide

- Provision of one (1) Japanese speaking guide (should be Filipino and fluently speaks English and Tagalog) from November 22 to December 01. Highly knowledgeable about the tourist spots indicated in the itinerary

i. Meals

- All lunch, dinner, snacks and drinks at the restaurants stated in the itinerary (please note that this is filming / media trip and there should be enough budget allocated for meals)
- j. Tours and activities
- All activities and tours as stated in the itinerary
- 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 / take photos etc.
- l. Other matters
1. Availability of cold towels, bottled water and snacks as the need arises
  2. Incentivized tour kit/travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, towel, etc.
  3. First aid kit onboard the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
  4. 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
  5. The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget.
  6. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes
  7. Presence of a tour coordinator with at least three (3) years of experience who will assist during the entire trip
  8. Any other requirements that may be mutually agreed upon by TPB and the service provider
  9. 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
- c. Procurement System (PHILGEPS)
- d. DTI Business Registration/SEC Certificate
- e. Mayor's Permit or License to Operate
- f. BIR Registration with TIN

g. Company Profile

Bid Price Ceiling is **PHP 909,000.00** 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:

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