

## TERMS OF REFERENCE

### TAIWANESE MEDIA FAMILIARIZATION TOUR IN BOHOL (Panglao-Anda-Candijay-Dimiaio) 08-12 December 2018 Tour Operator

#### I. BACKGROUND

DOT- Taiwan, through the Tourism Promotions Board will organize a Familiarization Tour for Taiwanese Media in Bohol on 06-10 November 2018.

The proposed familiarization tour aside from the usual known destinations in Bohol, will also cover other interesting activities and newly developed tourism products on the island.

#### II. PURPOSE/OBJECTIVES:

Through this activity, the following objectives will be met:

1. Strengthen awareness of the destination;
2. Create media blast in preparations for the creation of charter flights from Taipei to Panglao;
3. Garner positive editorial publicity and press release about the destination as well as our organization.
4. Establish network linkages and strengthen good relations between/among DOT-Taiwan travel industry partners and Philippine travel industry stakeholders;
5. Contribute to the increase of tourists' arrivals to the Philippines

#### III. SCOPE OF WORK/DELIVERABLES:

TPB requires the services of a tour operator that would be able to provide the following:

1. Accommodation
  - Fourteen (14) single room accommodations with breakfast in Panglao, Bohol on 08-09 December 2018 (1<sup>st</sup> call, 1 night stay), 10-12 December 2018 (2<sup>nd</sup> call, 2 nights stay), should be AAA (or its equivalent)  
Preferably **Bohol Beach Club** or the **Bellevue Resort** (Awaiting approval of sponsorship)

- Fourteen (14) single room accommodations with breakfast in Anda, Bohol on 09-10 December 2018, should be AAA (or its equivalent) preferably Amun Ini Beach Resort and Spa or Anda White Beach Resort (Awaiting approval of sponsorship)

\*Total cost of accommodation should be based on actual room expenses

\*Secured sponsorships should be deducted from the total expenses

2. Transportation (1 coaster and 1 van for the whole duration of the trip 08-12 December 2018) (kindly refer to itinerary)

Note:

- \* Uniformed, presentable and trained drivers
- \* Gasoline, toll and parking fees
- \* Dispatcher / coordinator per vehicle
- \* Provision of first aid kit onboard
- \* Provision of bottled water onboard
- \* Provision of proper, approved, clean signage for the vehicles

3. Meals from 08-12 December 2018 (kindly refer to itinerary)
  - Lunch, snacks and dinner

4. Tours (kindly refer to itinerary)
  - Anda, Bohol tour and island hopping
  - Tour at Eluterios Farm Rice Terraces
  - Trecking at Candijay Falls
  - Bohol countryside tour
  - Hot Air Balloon – Chocolate Hills (Sky's the limit)

5. Mandarin Speaking guide for 08-12 December 2018

The tour guide/coordinator should have the following attributes:

- \* DOT accredited tour guide
- \* Attentive and addresses the needs of the client

6. Other Requirements

- Inclusion of additional miscellaneous and incidental expenses to be incurred during the tour (toll fees, environmental fees, entrance fees, etc)
- Provision of clean, comfortable and tourist friendly transport service for the participants
- 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. Time Frame and Schedule of Work**

A tour operator to provide the mentioned services from 08-12 December 2018.  
(Please see attached itinerary)

#### **V. Eligibility Requirements**

1. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
2. Must have at least five (3) regular staff / employees duly registered with SSS and/or Department of Labor.

#### **VI. 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

#### **VII. BUDGET:**

The allotted budget is **PHP 727,000.00** (inclusive of all applicable taxes).

#### **VIII. PAYMENT PROCEDURE:**

Send bill to the **TOURISM PROMOTIONS BOARD - ATTN: James A. Sy**, after the completion of services

#### **IX. EVALUATION PROCEDURE:**

The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.