

## TERMS OF REFERENCE

### FUJIAN PROVINCE TRAVEL AGENTS FAM TRIP DAVAO, MANILA AND ENVIRONS 17-23 February 2019 Tour Operator Services

#### I. **BACKGROUND:**

Last December 18, 2018, Direct flight from Quanzhou, Jinjiang to Davao was launched in partnership with Xiamen Airlines. Aside from Davao, there is a direct flight to Manila from Quanzhou that flies 11 times per week combined under the Philippine Airlines and Xiamen Airlines. These direct flights to some cities in the Philippines together with its geographic location and affluent people that have the capacity to travel overseas gives the Fujian Province a lot of potential to bring in tourist traffic.

In order to drum-up the awareness of these flights and create interest in the market, a familiarization tour for travel agents from Fujian province is being organized. This familiarization tour will create awareness of the product offerings from Davao, Manila and its environs so these travel agents can include them in their tour packages offered to the Chinese tourists.

#### Details of the Event

Date	:	17-23 February 2019
Venue	:	Davao, Manila and Environs
Expected Number of Foreign Participants	:	13 pax

#### II. **PURPOSE/OBJECTIVES:**

Through this activity, the following objectives will be met:

1. Promote the direct flights to Davao from the Fujian province in China;
2. Create and include new tour packages from Davao, Manila and its Environs;
3. Increase tourist traffic and revenue from the Fujian province to benefit the locals of Davao, Manila and its environs.

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

### III. Scope of Services

#### I. HOTEL ACCOMMODATION REQUIREMENTS:

##### A. Tour operator to provide hotel accommodation in Manila:

1. Diamond Hotel, a five star hotel at the heart of Manila district.
2. 7 twin sharing deluxe rooms with buffet breakfast on 17-18 February 2019 (first call) and 19-20 February 2019 (second call);
3. 3 single rooms for TPB Project officer, Xiamen Consulate Representative and DOT Shanghai Representative with buffet breakfast on 17-18 February 2019 (first call) and 19-20 February 2019 (second call).

##### B. Tour operator to provide hotel accommodation in Subic:

1. Kamana Sanctuary Resort and Spa, a five star resort in Subic
2. 7 twin sharing deluxe rooms with buffet breakfast on 18-19 February 2019
3. 3 single rooms for TPB Project officer, Xiamen Consulate Representative and DOT Shanghai Representative with buffet breakfast on 18-19 February 2019

##### C. Tour operator to provide hotel accommodation in Davao:

1. Marco Polo Hotel a five star hotel in Davao
2. 7 twin sharing deluxe rooms with buffet breakfast on 20-23 February 2019
3. 3 single rooms for TPB Project officer, Xiamen Consulate Representative and DOT Shanghai Representative with buffet breakfast on 20-23 February 2019

#### Note:

- *Total cost of accommodation should be based on actual room expenses;*
- *Secured sponsorships should be deducted from the total expenses.*

#### I. TOUR GUIDE REQUIREMENTS:

- One (1) DOT Accredited Tour Guide for Manila, Subic, Bataan and Davao.
- Tour guide based in Manila and Davao who can speak fluently in Mandarin and English, knowledgeable not only about the destinations but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 17-23 February 2019.
- Neatly dressed and coordinates with TPB representative on the schedule of activities.
- Does NOT sell products nor ask tips from the guests.

#### II. TRANSPORTATION REQUIREMENTS (BUS):

- Provision of one (1) bus for arrival and departure transfers and tours based on the attached itinerary from 17-23 February 2019.

- Provision of tour vehicles with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participants.
- Bus model should not be older than 2016

**III. TOURS and ACTIVITIES:**

- Puning Hot Spring
- Las Casas de Acuzar Tour
- Manila and Davao City Tour
- Island Hopping with snorkeling in Davao
- Kadayawan Village
- Eden Nature Park and Malagos Garden Resort

**IV. OTHER REQUIREMENTS:**

- a. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;
- b. Designation of a point person who will coordinate with TPB.
- c. Inclusion of a local guide in all included destinations.

**V. BUDGET:**

The allotted budget is **PHP 957,600** (inclusive of all applicable taxes).

**VII. PAYMENT PROCEDURE:**

Send bill to the TOURISM PROMOTIONS BOARD – ATTN: Ms. Maria Dolores R. Aparejado, OIC North Asia Division, after the completion of services

**VIII. 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.