

**TERMS OF REFERENCE**  
**Ground Handling Services**

- I. PROJECT TITLE: TPB/DOT Tokyo Cebu Pacific Philippine Fun Instagram Ambassadors Familiarization Trip**  
**08-12 March 2019**  
**Group 1: Manila and Boracay**  
**Group 2: Manila and Puerto Princesa**

**II. BACKGROUND:**

PDOT Tokyo is organizing a collaboration project with Cebu Pacific Airlines entitled “The Philippine Fun Instagram Ambassadors”. This project aims to create awareness of Philippine destinations through Instagram, one of the most influential social networking sites in Japan.

16 Japan-based Instagrammers will be chosen to become the Philippine Fun Instagram Ambassadors to post their travel experiences in the following Philippine destinations divided into 2 batches: Batch 1: Boracay and Puerto Princesa via Manila; Batch 2: Bohol and Davao via Cebu on 08-12 March 2019 and 20-24 March 2019, respectively.

**III. OBJECTIVES:**

To develop visual content in social media that will:

1. Sustain the Joshi tabi or ladies travel campaign for the Japan market;
2. Create awareness about and promote new destinations to expand Philippine product offerings in the market place.

**IV. SCOPE OF WORK/DELIVERABLES:**

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

**GROUP 1: MANILA AND BORACAY (6 PAX)**

- a. **Means of transportation (all vehicles used should be in good condition) throughout the duration of the tour – kindly refer to itinerary**
  - **1 Coaster in Manila (Group 1 & 2 to arrive and depart at the same time from their international flight)**  
\*provide separate coaster for groups 1 & 2 for their respective domestic airport transfers
  - **Van in Boracay (2 vans or coaster required upon arrival and departure to accommodate luggage)**
  - **Boat transfers in Boracay from the airport to and from the hotel**
- b. **Daily onboard snacks, bottled water and cold towels for the duration of the tour**
- c. **Tours and activities – all activities and tours as stated in the itinerary (kindly refer to itinerary for detailed breakdown) \*all private tours**

- Island hopping adventure with picnic lunch (private boat and clean towels onboard)
- Rental of mermaid tails
- d. Local Tour Guide**
  - One (1) DOT accredited tour guide based in Boracay who can speak fluently in English, knowledgeable not only about the destination but also with the history of the Philippines in terms of culture, lifestyle and cuisine
  - Neatly dressed and coordinates with TPB representative on the schedule of activities
  - Does NOT sell products nor ask tips from the guests
- e. Terminal Fees**
  - Inclusion of terminal fees for 6 pax at Godofredo P. Ramos Airport (MPH-MNL flight)
- f. Incentivized tour kit/travel necessities** – facial tissue, wipes, sanitizer/alcohol, mints, disposable hooded emergency raincoat, etc.
- g. 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.)
- h. Miscellaneous expenses**
  - Inclusion of applicable entrance fees, environmental fees, parking fees, porter fees, and other onsite related expenses
  - Provision for incidental expenses to be incurred during the tour

**GROUP 2: MANILA AND PUERTO PRINCESA (5 PAX)**

- a. Means of transportation throughout the duration of the tour (all vehicles used should be in good condition) – kindly refer to itinerary**
  - **1 Coaster in Manila (same coaster with Group 1 on 08 and 12 March 2019)**  
\*provide separate coaster for groups 1 & 2 for their respective domestic airport transfers
  - **1 Coaster in Puerto Princesa**
- b. Daily onboard snacks, bottled water and cold towels for the duration of the tour**
- c. Tours and activities – all activities and tours as stated in the itinerary (kindly refer to itinerary for detailed breakdown) \*all private tours**
  - Honda Bay Island Hopping and snorkeling activity with picnic lunch at the boat (private boat and clean towels onboard)
  - Jacuzzi party with dinner
- d. Japanese Speaking Tour Guide (08-12 March 2019)**
  - One (1) DOT accredited Japanese speaking tour guide in Manila and Puerto Princesa who can speak fluently in Japanese and English, knowledgeable not only about the destination but also with the history of the Philippines in terms of culture, lifestyle and cuisine
  - Neatly dressed and coordinates with TPB representative on the schedule of activities
  - Does NOT sell products nor ask tips from the guests

**e. Terminal Fees**

- Inclusion of terminal fees for 5 pax at Puerto Princesa International Airport (PPS-MNL flight)

**f. Incentivized tour kit/travel necessities** – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, etc.

**g. 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.)

**h. Miscellaneous expenses**

- Inclusion of applicable entrance fees, environmental fees, parking fees, porter fees, and other onsite related expenses
- Provision for incidental expenses to be incurred during the tour

**OTHER REQUIREMENTS**

- Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:
  - Uniformed, presentable and trained drivers
  - Gasoline, toll and parking fees
  - Dispatcher / coordinator per vehicle
  - Provision of first aid kit onboard
  - Provision of proper, approved, clean signage for the vehicles
- 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

The tour operator should have the following attributes:

- Attentive and addresses the needs of the client
- Has been in the industry for at least 3 years
- Must be willing to provide services on a send bill arrangement
- Accredited by the Department of Tourism

***\*\*The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total billing.***

**V. TIME FRAME AND SCHEDULE OF WORK:**

A tour operator to provide the mentioned services from **08-12 March 2019**. (Please see attached itinerary)

**VI. BUDGET:**

The allotted budget for the tour operator is **Php406,000.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **PHP406,000.00** 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.

**VII. PAYMENT PROCEDURE:**

Send bill to the **TOURISM PROMOTIONS BOARD** after the completion of services.

**MARIA DOLORES R. APAREJADO**

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**VIII. EVALUATION PROCEDURE:**

The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall proposal based on bidding documents, provided that the amount of bid does not exceed the above total budget.

**IX. ELIGIBILITY REQUIREMENTS:**

1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
4. Must be a member of DOT recognized organizations
5. Must have a professional track record in handling international groups in the last five years.
6. Must have handled at least three (3) government projects / events
7. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
8. Must have the capacity to provide first class tourists buses and vehicles.

**X. 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