

## **TERMS OF REFERENCE**

### **TAIWANESE AGENTS AND MEDIA FAMILIARIZATION TOUR IN PARTNERSHIP WITH PHILIPPINE AIRLINES (PAL), TAIPEI**

**Manila and Environs**

**25-29 April 2019**

**Tour Operator**

#### **I. BACKGROUND**

The Department of Tourism in Taiwan, through the Tourism Promotions Board will organize a Familiarization Tour for Taiwanese Agents and Media in partnership with the Philippine Airlines (PAL), Taiwan Office on 25-29 April 2019.

This Familiarization Tour will be an opportunity in showcasing Manila and its Environs such as Clark and Subic as some of the exciting destinations in the Philippines that would highlight the elements of travel such as food, shopping, culture, nature and diving.

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

Through this activity, the following objectives will be met:

1. Strengthen awareness of the Philippine tourism products and build enthusiasm among the Taiwanese (better understanding of the logistics of getting there and moving in between new destinations such as from Manila to Central Luzon)
2. Reinforce networking opportunities, commitment and build relationship among the key agents and media in Taiwan;
3. Provide first-hand fun experience of Manila and the environs that will contribute to positive image of the destinations;
4. Generate feedback from the agents/tour operators regarding the potential of the destination;
5. Create and action plan after the initial inspection and move towards creating new flights and tourism packages for the market;
6. Produce reliable and effective

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

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

1. Accommodation
  - Six (6) twin-sharing room accommodations and ten (10) single room accommodations with breakfast at Clark, Freeport Zone on 25-27

April 2019, should be AAA (or its equivalent) preferably Midori Clark or Marriott Hotel (Awaiting approval of sponsorship)

- Six (6) twin-sharing room accommodations and ten (10) single room accommodations with breakfast at Subic Bay, Freeport Zone on 27-29 April 2019, should be AAA (or its equivalent) preferably Le Charme' Suites in Subic (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. Liability insurance with the pertinent coverage and minimum insured value as specified below for all twenty-two (22) participants:
  - Human death of accident, per traveler or accompanying service person: NT\$2 million.
3. Transportation (1 new model bus for the whole duration of the trip 25-29 April 2019) (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 snacks bottled water onboard
- \* Provision of proper, approved, clean signage for the vehicles

4. Meal inclusion for the group and assistance in the reservation for lunch and dinner (Please see attached itinerary and to be coordinated with TPB representative).
5. Tours (kindly refer to the attached detailed itinerary)
  - Inspections around Manila, Clark and Subic
  - Manila City Tour
  - Puning Hot Spring
  - Aqua Planet
  - Clark City Tour
  - Subic City Tour
6. Services of a two (2) licensed DOT-accredited Mandarin-speaking tour guide familiar in the destination
7. Other Requirements
  - Other miscellaneous expenses (e.g., sampling of local delicacies, etc.)

- Provision for on-site related expenses as the need arises
- 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 25-29 April 2019.  
(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 906,000.00** (inclusive of all applicable taxes).

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

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: Jaime 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.