

TERMS OF REFERENCE

INNOVATIVE TRAVEL FAMILIARIZATION TOUR Bohol, Cebu, Coron and Manila 02 – 10 May 2019 Tour Operator

I. BACKGROUND

The Department of Tourism, through the Tourism Promotions Board, is organizing a familiarization tour to Innovative Travel Company (ITC) for nine (9) travel agents, one (1) sales staff, one (1) Philippine Airlines representative and one (1) journalist. The familiarization tour will be conducted on 02 – 10 May 2019 at Bohol, Cebu, Coron and Manila.

Innovative Travel Company (ITC) was founded in 1990 and based in Christchurch, New Zealand. It is a Boutique Tour Operator specializing in the Middle East and Asia. Innovative Travel Company began specializing in the Philippines in 2015 and is now a Philippine product wholesaler for travel managers in New Zealand. Its owner and managing director Ms. Robyn Galloway supported the DOT-MDG Business Mission in Christchurch in 2016 and was a resource speaker during the TPB Business Mission in Christchurch in 2018.

II. DETAILS OF THE EVENT

Date	:	02 – 10 May 2019
Venue	:	Bohol, Cebu, Coron and Manila
Expected Number Of Foreign Participants	:	13 pax (including TPB Officer/s)

III. PURPOSE/OBJECTIVES:

Through this activity, the following objectives will be met:

1. Participating travel agents will be given the essential information on Philippines tourist destinations and tour packages, and actual visual experience of properties so they can better sell it to their clients;
2. To up-skill the travel wholesalers and agents on how to be digital experts prior to the breakaway tours so destinations will have the optimal exposure; and
3. To gain media mileage through write-up articles.

IV. Scope of Work and Deliverables

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

A. Tour Guide Requirements

Tour Package including English-speaking Tour Guide/s (*kindly refer to attached itinerary*)

DOT Accredited Tour Guide/s

- Can speak fluent English
- Knowledgeable in the locations included in the itinerary
- Inclusive dates of 02 -10 May 2019

B. Flight and Transportation Requirements:

a. **Ferry Transportations** (*kindly refer to attached itinerary for specific sea transfers*)

Note on Ferry Transfers:

- Business Class seats for all the guests and TPB representative.
- Early Sumilon Island Transfer

b. **Land Transportations** (*kindly refer to attached itinerary for specific transfers*)

Note on Land Transfers:

- Preferably Coaster or Bus (Can comfortably accommodate 13 passengers.)
- Uniformed, presentable and trained drivers
- Gasoline, toll and parking fees
- Dispatcher / coordinator per vehicle
- Provision of first aid kit onboard
- Provision of bottled waters (2 bottles/pax/day) and wet towels
- Provision of proper, approved, clean signage for the vehicles

C. Tour Activities

*Please see attached itinerary for specific tour activities

a. Tour Activities for the group that provides the following on 02 -10 May 2019:

- Tour operator to provide boat transfers for island hopping with lunch.

