

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.

- Tour operator to provide miscellaneous such as activity fees, entrance fees, communication expenses and environmental fees indicated in the itinerary.

D. Meals

*Please see attached itinerary for preferred restaurants

Full board Meals (Lunch and Dinner) (Breakfast/Snacks if not included in the Hotel)

- Can provide all seventeen (13) participants
- Buffet or Family Style
- May change upon the request of the guests

E. Miscellaneous

- Provision for incidentals, coordination meetings, tips, portorage, and environmental fees

F. Other Requirements

- Provision of the following on complimentary basis:
 1. Must have previous collaboration with Innovation Travel Company.
 2. Must be experienced touring New Zealand tourists.
 3. Land transportation with English speaking tour guide for the said duration in the tour guide requirements section for the trip;
 4. Applicable entrance fees for the tour.
 5. Island hopping with meals indicated in the itinerary.
- Coordination with TPB in all other matters required for the smooth implementation of the itinerary;
- Designation of a point person who will coordinate with TPB.

*Secured sponsorships should be deducted from the total expenses

V. Time Frame and Schedule of Work

A tour operator to provide the mentioned services from 02 – 10 May 2019
(Kindly refer to attached itinerary)

VI. 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 handled at least three (3) government projects / events
6. Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
7. Must have the capacity to provide first class tourists buses and vehicles.

VII. Technical Eligibility Documents

1. Company Profile
2. PhilGeps Accreditation
3. Valid DOT accreditation certificate
4. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name.
5. Valid and current Mayor's permit/municipal license

VIII. Budget

The allotted budget is **PHP 638,200.00** (inclusive of all applicable taxes).

IX. Payment Procedure

Send bill to the TOURISM PROMOTIONS BOARD – ATTN: JAMES A. SY, after the completion of services

X. Evaluation Procedure

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