

**TERMS OF REFERENCE**  
**Tour Package**  
**(As of 21 March 2019)**

**PROJECT TITLE:**      **KBS1TV's "The Travels of Nearly Everywhere** filming mission

**I.      BACKGROUND:**

PDOT Korea/TPB is organizing a filming mission to Metro Manila, Davao, General Santos City, Lake Sebu-South Cotabato, Surigao del Sur and suburbs with KBS1 TV in Korea scheduled on 26 April - 07 May 2019.

**KBS 1TV**

KBS is the national public broadcaster of Korea. It was founded in 1927, and operates radio, television, and online services. Being one of the biggest South Korean television networks, KBS operates three terrestrial television channels- KBS1, KBS2 and KBS UHD. It also runs several cable and satellite television channels including KBS Prime, KBS Drama, KBS N Sports, KBS Joy, KBS Kids and KBS World. KBS World is the international television and radio service of KBS.

**THE TRAVELS OF NEARLY EVERYWHERE**

With its first episode aired in November 2005, "The Travels of Nearly Everywhere" is the TV travel program with the longest history in Korea. Broadcast at 9:40 a.m. every Saturday, its average audience rating is 8-10 percent, which is the highest among the programs aired at other channels at the time.

The program illuminates a city or country's history and culture, identity, values and colors in the perspective of a traveler, bringing a variety of images that the traveler experience in various places to the screen.

It is produced by Media My for KBS. The program is continuously rebroadcast by terrestrial, cable and OTT channels. In fact, "The Travels of Nearly Everywhere" is one of the major sources of content shown at travel channels in Korea. A total of 585 episodes have been broadcast until now, which include three on the Philippines-two in 2013 on Luzon and Visayas and one in 2016 on Palawan

**II.      OBJECTIVES:**

- To change the negative image of the Philippines to positive
- To introduce various contents about the Philippines including food, life style and festivals
- To increase Korean tourist arrivals from 1.6 million to at least two million by end of 2019.

### III. DETAILS OF THE EVENT:

Date	:	26 April – 07 May 2019
Venue	:	Metro Manila, General Santos City, Lake Sebu-South Cotabato, Davao, Surigao and Suburbs
Expected Number of Foreign Participants	:	3 pax
Total No. of Participants Including TPB Officer	:	4 pax

### IV. SCOPE OF WORK/DELIVERABLES:

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

#### a. Accommodation

- Four (4) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Davao City for five (5) nights on 26-29 April and 01-02 May 2019, preferably Marco Polo Hotel, Apo View Hotel and Park Inn by Radisson (*Awaiting approval of sponsorship and should be deducted from the actual billing if granted*)
- Four (4) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in General Santos City for one (1) night on 29-30 April 2019, preferably GreenLeaf Hotel Gensan (*Awaiting approval of sponsorship and should be deducted from the actual billing if granted*)
- Four (4) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Lake Sebu for one (1) night on 30 April – 01 May 2019
- Four (4) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Surigao del Sur for one (1) night on 02 – 03 May 2019, preferably Hotel Tavern Surigao & Parkway Hotel Surigao
- Four (4) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Davao Oriental for one (1) night on 03 – 04 May 2019
- Three (3) single deluxe room accommodations with breakfast at a five-star luxury hotel in Manila for three (3) nights on 04-07 May 2019, preferably Manila Bay Area (*Awaiting approval of sponsorship and should be deducted from the actual billing if granted*)

#### b. Transportation (*kindly refer to itinerary*)

- One (1) Van
  - Davao, General Santos City, Lake Sebu-South Cotabato, Surigao and suburbs on 26 April – 04 May 2019
  - Metro Manila on 04-07 May 2019

#### c. Tours and activities

- Metro Manila, Davao, General Santos City, Lake Sebu-South Cotabato, Surigao del Sur and suburbs (Please see attached itinerary)

**d. Korean English Speaking Guide**

- One (1) DOT accredited Korean./English speaking tour guide to accompany the guests during the tour in Metro Manila, Davao, General Santos City, Lake Sebu-South Cotabato, Surigao del Sur and suburbs;

**e. Domestic Airtickets**

- Manila-Davao for four (4)pax
- Davao-Manila for four (4) pax

**f. Coordinator to accompany and facilitate the filming mission**

**g. Miscellaneous expenses**

- Inclusion of toll fees, entrance fees, rental of snorkeling gear, environmental fees, miscellaneous/incidental on-site expenses to be incurred during the filming mission

**h. 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
  - 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
  - Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted.

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 expenses.***

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

A tour operator to provide the mentioned services from **26 April – 07 May 2019**.  
(Please see attached itinerary)

**VI. BUDGET:**

The allotted budget for the tour operator is **PhP 659,000.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is <b>PhP659,000.00</b> inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined <b>based on the quality of the proposal with the most advantageous financial package cost</b> , provided that the amount of bid does not exceed the abovementioned approved budget.
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## **VII. PAYMENT PROCEDURE:**

Send bill to the ***TOURISM PROMOTIONS BOARD*** after the completion of services.  
**MARIA DOLORES R. APAREJADO**  
Officer-in-Charge, North Asia Division  
International Promotions Department  
4/F Legaspi Towers 300, Roxas Boulevard Manila 1004

## **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