

TERMS OF REFERENCE

Tour Operator

- I. PROJECT TITLE: CEBU-BOHOL FAMILIARIZATION TOUR FOR NAGOYA TRAVEL AGENTS**
12-16 June 2019
Cebu and Bohol

II. BACKGROUND:

In partnership with the Philippine Airlines (PAL) Nagoya, the Philippine Department of Tourism (PDOT) Osaka and the Tourism Promotions Board (TPB) will organize a familiarization tour of Cebu and Bohol for Nagoya travel agents on June 12 to 16, 2019.

This familiarization tour will generate package tours of Cebu and Bohol from the participating travel agents and aims to dispel and negate adverse perception to travel advisories and bad publicity of the Philippines.

III. OBJECTIVES:

- Position Bohol as a premium resort destination for the Japanese market
- Establish and further a robust business relations with Nagoya based travel agents and wholesalers
- Strengthen relations with Philippine Airlines Nagoya as a trade partner in promoting Philippine Tourism
- Generate sales of Bohol package tours from the participating travel agents
- To address and mitigate the decline in Japanese arrivals to the Philippines
- Conduct of these familiarization tours will dispel and negate adverse perception to travel advisories and bad publicity

IV. DETAILS OF THE EVENT:

Date	:	12-16 June 2019
Venue	:	Cebu and Bohol
Expected Number of Foreign Participants	:	10 pax
Total No. of Participants Including TPB Officer	:	11 pax

V. SCOPE OF WORK/DELIVERABLES:

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

- a. Comprehensive Travel Insurance for 10 pax**

b. Accommodation

CHECK-IN	CHECK-OUT	NO. OF NIGHTS	PREFERRED HOTEL(S)	TYPE OF ROOM	NO. OF ROOMS
12 June 2019	13 June 2019	1	Radisson Hotel; Bai Hotel	Deluxe room & Single occupancy	Eleven (11)
13 June 2019	14 June 2019	1	Amorita Resort; Bohol Beach Club		
14 June 2019	16 June 2019	2	Costabella Resort; Be Resort		

****Awaiting approval of sponsorship and should be deducted from the actual billing if granted****

c. Transportation (kindly refer to itinerary)

- **One (1) Coaster, preferably 2016 model or newer**
 - Cebu on 12-13 June and 14-16 June 2019; and
 - Bohol on 13-14 June 2019;

d. Meals and Beverages (Refer to itinerary; hosted meals to be deducted from the billing statement)

- Lunch and Dinner for 11 pax from 12-15 June 2019
- Onboard snacks and bottled water for 11 pax for the duration of the tour

e. Tours and activities (Refer to itinerary)

- Loboc River Cruise, including lunch;
- Philippine Tarsier and Wildlife sanctuary;
- Chocolate Hills;
- Cebu City tour;

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

g. Miscellaneous expenses

- Inclusion of applicable entrance fees, environmental fees, parking fees, porter fees, etc.
- Inclusion of miscellaneous/incidental expenses to be incurred during the tour

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
 - Dispatcher / coordinator per vehicle
- Provision of 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.)
- 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.
- Onboard snacks and bottled water for the duration of the tour

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.***

VI. TIME FRAME AND SCHEDULE OF WORK:

A tour operator to provide the mentioned services from **12-16 June 2019**. (Please see attached itinerary)

VII. BUDGET:

The allotted budget for the tour operator is **Php 657,300.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **PHP 657,300.00** 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.

VIII. PAYMENT PROCEDURE:

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

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IX. 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.

X. 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.

XI. 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