

TERMS OF REFERENCE (TOR)

PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2019 Services of a Tour Operator (Post Tours) As of 16 July 2019

I. BACKGROUND

PHITEX is the biggest government organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event host qualified international buyer delegates all over the world to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination during pre and post tours featuring key Philippine attractions and destinations.

In 2007, aside from holding it in Cebu for the first time, another component was added in the activity wherein industry experts are invited as resource speakers to discuss new trends in tourism marketing as well as marketing strategies in mature and emerging markets.

II. SCOPE OF SERVICES

The PHITEX Tours Committee clustered together various tour modules for Post Tours clustered in lots that will be opened for public bidding to qualified tour operators.

Important Notes:

- Bidders should submit budget bid proposal per pax basis that reflects the cost of tours, activities, transportations and meals and air fare if required. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bidden amount. Thus tour operator will bill TPB **based on actual cost per pax**.
- Tour activities may still be changed according to the recommendations of DOT Regional Offices.

A. POST TOURS

	PARTICULARS	ABC
Lot 1: Sagada- La Union Batangas – Tagaytay Ilocos Sur and Norte August 31- Sept 3	<u>Sagada – La Union : 21 Buyers + 2 – DOT/TPB</u> Minimum pax guarantee : 10 Buyers <u>Batangas – Tagaytay : 19 BUYERS + 2 – DOT/TPB</u> Minimum pax guarantee : 10 Buyers <u>Ilocos Sur and Norte : 19 BUYERS + 2 – DOT/TPB</u> Minimum pax guarantee : 10 Buyers ▪ Transportation: - One (1) 25 seater coaster or	3,487,800.00

	<p>mini bus per module (2015 model or newer) with driver (inclusive of gas and parking fees.)</p> <ul style="list-style-type: none"> - Additional van for luggage per module (inclusive of driver and gas) ▪ Regular Economy, rebookable and re routable domestic airline tickets with 20 kg. baggage allowance for a maximum of 22 pax ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy <p>Preferred Hotel or equivalent category upon approval by TPB</p> <p>SAGADA – Rock-Inn Orange Orchard LA UNION – Thunderbird Hotel BATANGAS – San Benito Farm/ Lima Park Hotel CAVITE – Taal Vista ILOCOS SUR – Sitio Remedios ILOCOS NORTE- Casa Consuelo</p> <ul style="list-style-type: none"> ▪ Incentivized, interactive and experiential tours and activities preferred (approved by TPB) ▪ Incentivize Lunch and Dinner not less than Php2,000.00 per meal per pax including am and pm snack not less than Php500.00 per pax <p>Note: Lunch and Dinner all throughout the duration of the tour are with one (1) round of drinks (choice of any beverage)</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, etc.) 	
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	<ul style="list-style-type: none"> ▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour per module and to provide a consolidated output stored in a USB drive to be distributed to each participant. ▪ Provision of snacks on board and cold towels and water dispenser. ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
<p>Lot 2:</p> <p>Dakak – Dapitan- Misamis Occidental</p> <p>Davao</p> <p>August 31- Sept 3</p>	<p>Dakak – Dapitan- Misamis Occidental- 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>Davao Region – 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Transportation: 	<p>2, 851, 200.00</p>

	<ul style="list-style-type: none"> - One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (inclusive of gas and parking fees.) - Additional van for luggage per module (inclusive of driver and gas) ▪ Regular economy, rebookable and re routable Domestic airline tickets with 20 kg baggage allowance for a maximum of 23 pax per module. ▪ Comprehensive Travel Insurance ▪ Regular Economy, rebookable and re routable domestic airline tickets with 20 kg. baggage allowance for a maximum of 23 pax ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy <p>Preferred Hotel or equivalent category upon approval by TPB</p> <p>Region IX – Dakak Beach and Resorts Dipolog- Ariana Hotel Davao - Dusit Thani Davao Samal – Pearl Farm</p> <ul style="list-style-type: none"> ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivize Lunch and Dinner not less than Php2,000.00 per meal per pax including am and pm snack not less than Php500.00 per pax <p>Note: Lunch and Dinner all throughout the duration of the tour are with one (1) round of drinks (choice of any beverage)</p> <ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded 	
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	<p>emergency raincoat, towel, reusable tumbler, etc.)</p> <ul style="list-style-type: none"> ▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour per module and to provide a consolidated output stored in a USB drive to be distributed to each participant. ▪ Provision of snacks on board and cold towels and water dispenser. ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
<p>Lot 3: Bohol – Cebu Siquijor- Dumaguete Camarines Sur -</p>	<p><u>Number of participants:</u> Bohol – Cebu : 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>Siquijor- Dumaguete: 20 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p>	<p>3,619,250.00</p>

<p>Sorsogon – Legazpi</p> <p>August 31- Sept 3</p>	<p>Camarines Sur -Sorsogon – Legazpi: 20 BUYERS/ 2 DOT/TPB</p> <p><u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>Scope of Work/ Deliverables:</p> <ul style="list-style-type: none"> ▪ Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance on the following: Bohol – Cebu : 23 Siquijor- Dumaguete: 22 Camarines Sur -Sorsogon – Legazpi: 22 ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for three (3) nights (with breakfast) based on Single Occupancy Preferred Hotel or equivalent category upon approval by TPB Bohol- Bellevue Hotel Cebu- Dusit Thani Hotel Siquijor – Coco Groove Dumaguete – Atmosphere Resort Legazpi –Hotel Oriental Sorsogon – Siama Hotel ▪ Transportation: <ul style="list-style-type: none"> ▪ One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (Inclusive of gas and parking fees.) ▪ Additional van for luggage per module (inclusive of driver and gas) ▪ Incentivized Lunch and Dinner not less than Php2,000.00 per meal / including am and pm snack (not less than Php500.00) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of any beverage)</p> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and 	
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	<p>design subject to approval of TPB)</p> <ul style="list-style-type: none"> ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, etc.) ▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour per module and to provide a consolidated output stored in a USB drive to be distributed to each participant. ▪ Provision of snacks on board and cold towels and water dispenser. ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
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<p>Lot 4:</p> <p>Samar – Leyte</p> <p>Iloilo – Bacolod</p> <p>El Nido, Palawan</p> <p>August 31- Sept 3</p>	<p><u>Number of participants:</u> per module Samar – Leyte : 20 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>Iloilo – Bacolod : 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>El Nido, Palawan: 21 BUYERS + 2 DOT/TPB <u>Minimum pax guarantee</u> : 10 BUYERS</p> <p>Scope of Work/ Deliverables: Regular economy, rebookable and reroutable Domestic airline tickets with 20 kg baggage allowance for a maximum of the following: Samar – Leyte : 22 Iloilo – Bacolod : 23 El Nido, Palawan: 23</p> <ul style="list-style-type: none"> ▪ Comprehensive Travel Insurance ▪ Room Accommodation at Deluxe category (if applicable/available) or its equivalent for four (4) nights (with breakfast) based on Single Occupancy Preferred Hotel or equivalent category upon approval by TPB Iloilo – Richmond Hotel Bacolod- Seda Hotel Samar – Hotel Oriental El Nido – El Nido Resort ▪ Transportation: <ul style="list-style-type: none"> - One (1) 25 seater coaster or mini bus per module (2015 model or newer) with driver (Inclusive of gas and parking fees.) - Additional van for luggage per module (inclusive of driver and gas) ▪ Incentivized, interactive and experiential tours and activities preferred (Please see attached itinerary) ▪ Incentivized Lunch and Dinner not less than Php2,000.00 per meal / including am and pm snack (not less than Php500.00) <p>Note: Lunch and Dinner all throughout the duration of the tour with one (1) round of drinks (choice of any beverage)</p>	<p>4,122,600.00</p>
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	<ul style="list-style-type: none"> ▪ Tour coordinators with at least three (3) years of experience (Provide TPB their curriculum vitae) ▪ Provision of itinerary booklet and Directory of Foreign Embassies, DOT Tourism Attachés and TPB Officials to all participants. (Content and design subject to approval of TPB) ▪ Provision of Incentivized Tour Kit /Travel necessities – tissue, wipes, sanitizer/alcohol, mints, mosquito repellent, disposable hooded emergency raincoat, towel, reusable tumbler, etc.) ▪ First Aid Kit on board the tour vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) ▪ Stand-by paramedics. ▪ Provision of enough umbrellas on board for the participants in case it rains ▪ Provision of destination-based giveaways without showing tour operator’s logo and subject to TPB’s approval ▪ Provision of banners (for group picture) and appropriate bus signage, design/specs subject to TPB’s approval ▪ Provision of 1 professional videographer and 1 professional photographer to cover the tour per module and to provide a consolidated output stored in a USB drive to be distributed to each participant. ▪ Provision of snacks on board and cold towels and water dispenser. ▪ Services of a Licensed DOT-accredited local English-speaking Tour Guide ▪ Entrance Fees/Environmental Fees ▪ Airport Terminal Fees ▪ Porter Fees ▪ Incidental and other miscellaneous expenses (e.g., sampling of local delicacies, etc.) ▪ Provision for on-site related expenses as the need arises 	
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	<ul style="list-style-type: none"> ▪ Security – availability of non-uniformed, close-in security escorts per bus/coaster, mobile/motorcycle escorts and police visibility per tour module. 	
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II. ELIGIBILITY REQUIREMENTS

- Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations.

Documents to be submitted:

- Must have valid SEC, DTI or CDI registration certificate
- Must have valid Mayor’s Permit
- Must submit company profile, tax clearance within the last six months preceding the date of BIR submission and valid PhilGEPS registration certificate
- Must submit copy of valid DOT-accreditation certificate
- Must be a member of Philippine Tour Operators Association (PhilTOA), Philippine Travel Agencies Association (PTAA) or other travel-related organizations
- Must submit valid DOT-accreditation certificate
- Must submit list of projects completed / clients for the past two years

III. SPECIAL/ADDITIONAL REQUIREMENTS

The Travel and Tour Operators must be:

- DOT-accredited establishment.
- Engaged in the business as travel and tour operator for at least five (5) years at the date and time of the opening of bids.
- At least five (5) years’ experience and expertise in inbound (domestic) travel.
- Participated in at least one (1) TPB road shows / Trade Fairs abroad for the past five (5) years.
- Preferably with an account in Landbank.
- Hotels and resorts used for the tours should be DOT-accredited and should be Deluxe. Moreover, tour guides and tourist transport companies should be DOT-accredited.
- Able to work on a minimum guarantee of ten (10) pax per module. In the excess of 10 pax, tour operator shall be paid according to actual number of pax serviced/delivered and costs incurred which shall not exceed the ABC.
- If a tour module does not acquire any participant during the registration period, this will result to cancellation of the tour module. TPB shall inform tour operator of any tour module cancellation/s not later than 16 August 2018.
- Provide services on “send-bill” arrangement.
- Member of a registered and reputable Travel and Tour Operator Association of the Republic of the Philippines.

Transport Service must be:

- DOT – Accredited vehicles

- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

Tour Guide and Tour Coordinator must be:

- The tour guide must be duly licensed and/or accredited by DOT and preferably from known/reputable organization which provides tour guide.
- He or she must have at least three (3) years' experience as a tour guide.
- He or she must be fluent and conversant in English.
- He or she should have a strong sense of Philippine history, culture and tradition, art as well as about current events.

III. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with TPB for ANY or ALL of the attached tour modules per lot basis. The proposals shall include the detailed itineraries, itemized costs of the basic tour components, such as transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, airfare with 20 kg baggage allowance, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, tours with meals, entrance fees and environmental fees and other similar fees, taxes and charges, and guide fees.

A provision for one (1) to three (3) TPB tour coordinator/s for each destination shall be included in the cost. Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Awarding shall be based on the Lowest Calculated and Responsive Bid (LCRB) or Single Rated Bids per lot provided that it does not exceed the ABC per lot.

IV. ABC

The allotted budget is **PHP 14,080, 850 (inclusive of all applicable taxes).**

V. PROJECT OFFICERS/CONTACT PERSONS

NERISSA D. DEL FIERO- JUAN

ACTING MANAGER

Domestic Promotions Department

Email address: nerissa_juan@tpb.gov.ph

Tel. No: +632 5259318 to 27 loc 265 / 5257320

MR. CESAR VILLANUEVA

OIC, SALES DIVISION

Email address: cesar_villanueva@tpb.gov.ph

Tel. No: 5251255

MR. ALBERTO B, GADIA JR.

PROJECT OFFICER

Email address: alberto_gadia@tpb.gov.ph

Tel. No: +632 5259318 to 27 loc 260 / 5251255

VI. BILLING ARRANGEMENT: Send bill arrangement based on actual number of participants and costs incurred

Please send billing statement to: **TOURISM PROMOTIONS BOARD**
4/F Legaspi Towers 300, Roxas Blvd. cor. P. Ocampo St. Malate, Manila 1104