

**TERMS OF REFERENCE**  
**Tour Package**  
**(As of 28 August 2019)**

**PROJECT TITLE: JPark Island 10<sup>TH</sup> ANNIVERSARY MEDIA FAM TOUR IN CEBU, BOHOL AND SUBURBS**

**I. BACKGROUND:**

PDOT Korea/TPB in collaboration with JPark Island Resort is organizing a media familiarization tour to Cebu, Bohol and suburbs scheduled on September 18-23, 2019. In recognition of the resort's contribution in building the Korea inbound travel to the Philippines.

JPark Island has grown into most favorable resort in Cebu for Korean visitors since its opening as Imperial Palace in 2009 and rebranding to JPark Island in 2014. This year, JPark Island reaches the 10<sup>th</sup> year and they will celebrate it on September 20, 2019 in Cebu. JPark Island will launch the first in door Pororo theme park in the Philippines, "Pororo Park", and the largest Grand Ballroom in Mactan that aims to attract more family customers and MICE business. Moreover, the JPark Island Bohol with 1,500 guest rooms, which is under construction now in Bohol will lead more Korean tourist to Bohol. Major travel agents and media from Korea will be invited to the event and for a tour of Cebu and Bohol.

**II. OBJECTIVES:**

- To familiarize media participants and increase their awareness about Cebu & Bohol as family destination
- Generate new demand, such as family, couple, women in 20s – 30s for Cebu & Bohol
- To increase Korean tourist arrivals from 1.6 million to at least two million by end of 2019
- To strengthen partnership with JPark Island and media representatives

**III. DETAILS OF THE EVENT:**

Date	:	September 18-23, 2019
Venue	:	Cebu, Bohol and environs
Expected Number of Foreign Participants	:	12 pax
Total No. of Participants Including TPB Officer	:	13 pax

#### IV. SCOPE OF WORK/DELIVERABLES:

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

- a. **Transportation** (*kindly refer to itinerary*)
  - Two (2) Vans
    - Cebu on September 18-23, 2019
    - Bohol on September 19, 2019
- b. **Tours and activities including Korean Guide**
  - Cebu/Bohol Tour/Island Hopping/Oslob Whalesharks Watching Tour (Please see attached itinerary)
- c. **Domestic Airticket** (Manila-Cebu-Manila) for one (1) pax
- d. **Meals of TPB Project Coordinator**
- e. **One Dinner including drinks**
- f. **Operator to accompany and facilitate the familiarization trip**
- g. **Miscellaneous expenses**
  - Inclusion of toll fees, entrance fees, rental of snorkeling gear, boat hire, snacks on the road, coordination meetings, pre-paid cards, environmental fees, Loboc River Cruise Lunch, optional activities and other incidental expenses on-site, etc.
- 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 **September 18-23, 2019** respectively. (Please see attached itinerary)

**VI. BUDGET: P312,800.00**

The allotted budget for the tour operator is **PhP 312,800.00** (inclusive of all applicable taxes).

Total Bid Price Ceiling is **PhP312,800.00** 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.

**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  
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**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