

INTERNATIONAL CONFERENCE ON SOUTHEAST ASIAN CRAFTS AND FOLK ART
21-22 November 2019
Teacher's Camp, Baguio City

SERVICES OF TOUR OPERATOR
TERMS OF REFERENCE (TOR)

I. BACKGROUND

The International Conference on Southeast Asian Crafts and Folk Art will be held on 21-22 November 2019 at the Teacher's Camp, Baguio City. The conference is in partnership with the University of the Philippines Baguio, DTI CAR, DOT CAR and the Association of Southeast Asian Nations Handicraft Promotion Development Association (AHPADA). It has two components: the conference proper and a bazaar opening on 18 November.

This conference will gather both 200 foreign and local delegates. The objective of the conference is to understand the state of crafts and folk arts in the ASEAN region, appreciate the role of crafts and folk arts in the creative economy of the ASEAN region and learn the good and best practices in innovations in crafts and folk arts in the ASEAN region.

To execute the assistance of TPB to this event, the project officer will travel to Baguio City on 18 November 2019. Hence, the TPB-MICE Department requires the services of a tour operator to implement the logistical requirements of the Project Officers.

II. SCOPE OF SERVICES

Destination : Baguio City
Schedule : 18 November 2019
Number of Pax : Two (2) Project Officers
Scope of Work / Deliverables
A. Land Arrangements – Baguio City
Transportation
- One (1) day rental of 1 van (TPB – Baguio City – Residence)
B. Catering Services at Teacher's Camp for 200 pax
- Minimum guarantee 200 pax
- Merienda Cena/Bufferet Set-up/with some cordillera fusion menu or cordilleran inspired dishes
- Menu subject for approval of TPB and the Organizer

III. ITINERARY

18 November 2019

5:00 am Depart TPB for Baguio

11:00 am Arrive Baguio City

- 11:30 am Lunch
- 12:00 pm Proceed to Teacher's Camp
- 1:00 pm Meeting with AICSEACFA
- 2:00 pm Start of the Program
- 2:30 pm Merienda Cena (TPB Hosted)
- 4:30 pm Drive back to Manila (Drop off at Residence)

IV. 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 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 list of projects completed / clients for the past two years

V. SPECIAL/ADDITIONAL REQUIREMENTS

The Travel and Tour Operators must be:

- DOT-accredited establishment.
- At least five (5) years experience and expertise in inbound (domestic) travel.
- Willing to 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 (Year Model: Not older than 2015)
- Inclusive of licensed driver with uniform and company ID, fuel, driver's meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

VI. APPROVED BUDGET FOR CONTRACT (ABC)

Total Budget allocation for the Tour Operator is as follows:

PHP 138,000.00

Quoted prices should be inclusive of taxes, management fee and other applicable fees.

VII. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with the TPB for ANY or ALL of the attached tour modules per lot basis. The proposals shall include 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.

Price proposed should be adjusted, should there be sponsorship and discounts for some of the package components and subject to actual number of participants. The winning bidders shall be determined in accordance with the process of R.A. 9184 and its Revised IRR. Award 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.

VIII. PROJECT OFFICER/CONTACT PERSON

MARIETTA SANTILLAN

Project Officer

MICE Department

Email address: mayette_santillan@tpb.gov.ph

Tel. No: 525- 1153 / 525-9318 loc 223

IX. BILLING ARRANGEMENT: Send bill arrangement

Please send billing statement to:

MICE Department

Tourism Promotions Board

4/F Legaspi Towers 300, Roxas Blvd., Manila 1104