

SCOPE OF SERVICES

Tour Operator

Australian Media Fam Tour in Partnership with Cebu Pacific

Manila, Cebu, and Bohol

07-12 November 2019

I. BACKGROUND

To cap off Cebu Pacific's anniversary festivities and further sustain travel interest to the country come 2020, we will be doing a media fam tour in Cebu and Bohol. The rationale in highlighting both destinations is that we need to showcase a blend of beach (Cebu) and adventure (Bohol). This trip will especially highlight authentic Philippine cuisine, ease of inter-island travel, and mix of land and water activities. Target participants are key travel and consumer media.

Details of the Event

Date	:	07-12 November 2019
Venue	:	Manila, Cebu, and Bohol
Expected Number of Participants	:	13 pax

II. PURPOSE/OBJECTIVES:

Through this activity, the following objectives will be met:

- To further promote the Philippines and Cebu Pacific to both Sydney and Melbourne market
- To highlight accessibility through direct flights to Manila and connecting them to Cebu
- To increase the number of inbound travelers to the Philippines by championing DOT's "It's More Fun in the Philippines, and Cebu Pacific's "Fly to More Fun!"
- To highlight responsible travel and communicate sustainability efforts done by Cebu Pacific and the Department of Tourism

The Tourism Promotions Board (TPB) is inviting qualified Philippine tour operators to provide the requirements of the abovementioned event based on the following guidelines:

III. Scope of Services:

1. Accommodation Requirements

(07-12 November 2018)

The Tourism Promotions Board will require thirteen (13) single room accommodations in a 4-5 star Hotel/Resort to accommodate ten (10) Australian participants, two (2) PR agency representatives, and one (1) TPB representative and in the following dates and locations:

- **07-08 November 2019, Manila (1-night stay)**

Note: Project Officer to request for sponsorship from the following properties:

- Conrad Manila
- The Peninsula Manila
- Hilton Manila

- **08-10 November 2019, Cebu (2-night stay)**

Note: Project Officer to request for sponsorship from the following properties:

- Shangri-la Mactan Resort and Spa
- Bluewater Maribago
- Crimson Mactan Resort and Spa

- **10-12 November 2019, Bohol (1-night stay)**

Note: Project Officer to request for sponsorship from the following properties:

- Bohol Beach Club
- South Palms Beach Resort
- Bellevue Resort

All accommodations are subject to request for sponsorship. Secured sponsorships shall be deducted to from the cost.

2. Tour guide / coordinator requirements:

One (1) DOT-accredited English-speaking Tour Guide in Cebu, Bohol, and Manila

- Tour guide who can speak fluent English and Filipino, knowledgeable not only about Cebu, Bohol, and Manila but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on **07-12 November 2019.**

3. **Transfers, transportation requirements, and ferry transfers:**

➤ **Land Transportation (refer to the attached itinerary):**

○ **Manila (arrival only)**

▪ 07 November 2019

- Tour Op to provide transfers for the TPB representative from TPB office to NAIA
- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from NAIA to hotel (TBA)

▪ 08 November 2019

- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from hotel (TBA) to NAIA

○ **Cebu leg**

▪ 08-09 November 2019

- One (1) coaster that can fit 15 people comfortably and one (1) van for luggage;

▪ 08 November 2019

- Tour Op to provide boat for island hopping

○ **Bohol leg**

▪ 10-12 November 2019

- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from port to hotel

○ **Manila Leg (departure only)**

▪ 12 November 2019

- Tour Op to provide one (1) van for luggage and one (1) coaster for participants from NAIA to TPB office

➤ **Ferry Transfers (refer to the attached itinerary):**

○ **Cebu to Tagbilaran, Bohol**

▪ 0700H-0900H; 10 November 2019

4. **Tour activities:**

- Inclusions on 07-12 November 2019:

- Environmental and entrance fees for the snorkeling, swimming, and canyoneering activities in Cebu, and countryside tour in Bohol
- Tour operator to provide the following:

Cebu leg

- Arranging a **Cebu island hopping activity** (see attached itinerary for the specific tour attractions) on **08 November 2019;**

- Arranging a **Southern Cebu tour** (inclusive of swimming and/or canyoneering at Kawasan Falls) on **09 November 2019;**

Bohol leg

- Arranging a tour in Danao Adventure Park on **10 November 2019;**
- Arranging a **countryside tour in Bohol** (see attached itinerary for the specific tour attractions) on **11 November 2019;**
- Miscellaneous included (entrance fees, environmental fees, communication expenses and etc.)

5. Meals (including TPB rep and tour guide):

- **Tour Op to provide the following:**
 - Lunch in island on 08 November
 - Lunch at Kawasan Falls on 09 November
 - Lunch at Loboc River Cruise on 11 November
- Tour op to coordinate with and reserve the restaurants/resorts for the rest of the meals (2 lunch meals and 5 dinner meals)
- TPB to pay for the remaining meals

6. Other Requirements:

- a. Provision of the following on complimentary basis:
 - 1. Land transportation with the following:
 - ✓ Medicine kit
 - ✓ Cold water and towels
 - ✓ Candies or snacks
 - ✓ Kits with alcohol, wet wipes, insect repellent, and tissue
 - 2. Designation of a point person/coordinator that will coordinate with TPB officer.
- b. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;

IV. 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 have the capacity to provide first class tourists buses and vehicles.

VI. BUDGET:

The allotted budget is **PHP 726,000.00** (inclusive of all applicable taxes).

VII. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD – ATTN: James A. Sy**, after the completion of services

VIII. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.

