

TPB REGULAR BOARD OF DIRECTORS' MEETING, VISIONING AND STRATEGIC PLANNING

TOUR OPERATOR TERMS OF REFERENCE (TOR)

I. BACKGROUND

The Tourism Promotions Board (TPB) aims to tackle important matters regarding various projects of TPB to ensure the proper implementation and compliance of its projects.

The TPB's Board of Directors shall conduct the Regular Board of Directors' Meeting, Visioning and Strategic Planning on 12-14 March 2020.

II. SCOPE OF SERVICES

Destination	:	Cagayan De Oro
Schedule	:	12 – 14 March 2020
Number of Pax	:	(35) attendees

Land Arrangement – Cagayan De Oro

Provision for Tourism Board & TPB Management

1. Seven (7) Premiere Rooms (or its equivalent) with breakfast; based on Single Occupancy on 12 – 14 March 2020
2. Nine (9) De Luxe Rooms (or its equivalent) with breakfast; based on Double Occupancy on 12 – 14 March 2020
3. Two (1) De Luxe Room (or its equivalent) with breakfast; based on Triple Occupancy on 12 – 14 March 2020

**** Note:**

- Preferred hotel/resort: Chali Beach and Resort Corporation
- Other hotels/resorts, for approval of TPB

Provision for Sec. Bernadette Romulo-Puyat & DOT Officials

1. Three (3) Premiere Rooms (or its equivalent) with breakfast; based on Single Occupancy on 12 – 14 March 2020
2. Two (2) De Luxe Rooms (or its equivalent) with breakfast; based on Double Occupancy on 12 – 14 March 2020

**** Note:**

- Preferred hotel: Seda Centrio
- Other hotels/resorts, for approval of TPB

- Transportation:
 - One (1) Coaster and one (1) van on 12-14 March 2020 for Board Members and TPB Management and Staff
 - Two (2) vans on 12-14 March 2020 for Sec. Bernadette Romulo-Puyat and Staff
 - One (1) van on 12-14 March 2020 for Usec. Benito Bengzon and Asec. Howard Uyking

- Venue and Food & Beverage for the TPB Regular Board of Director's Meeting on 13 March 2020 good for 35pax at Chali Beach and Resort Corporation with the following requirements:
 - 10 wireless/goose microphones
 - overhead projector
 - u-shape conference set-up for 15 pax
 - holding area near conference venue
- Lunch on 12 March 2020, with one (1) round of drinks (choice of: juice or soft drinks) for 35pax
- Themed fellowship dinner on 13 March 2020, with one (1) round of drinks (choice of: juice or soft drinks) for 35pax

Other Requirements

1. First Aid Kit onboard the vehicle/ with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)
2. Airport and Terminal Fees
3. Porter Fees
4. Comprehensive Travel Insurance
5. Others:
 - In case of rain, provision of raincoats and golf umbrellas
 - Provision for on-site related expenses as the need arises

III. 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

IV. 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.
- Hotels and resorts where the Board of Directors and TPB Staff will be booked should be DOT-accredited. Moreover, tourist transport companies should be DOT-accredited
- Shall work on a three (3) pax minimum guarantee and would be paid according to the actual number of pax serviced and delivered which shall not exceed the ABC.
- 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
- Inclusive of licensed driver with uniform and company ID, fuel, driver’s meals, applicable parking and toll fees
- Comprehensive insurance for the passengers

V. APPROVED BUDGET FOR CONTRACT (ABC)

Total Budget allocation for the Tour Operator is as follows:

PHP 525,000

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

VI. INVITATION TO SUPPLIERS

TPB invites DOT-accredited tour operators to submit their bid proposals with the TPB. The proposals shall include transportation service requirements (transfers, van/coaster hire, and boat/ferry tickets, terminal fees and other applicable fees, charges and taxes), meals and accommodation with breakfast, and environmental fees and other similar fees, taxes and charges.

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.

VII. PROJECT OFFICER/CONTACT PERSON

EDMON GERALD LOZA/EDSHI-LEE CORDERO

Project Officers

Office of the Corporate Board Secretary

Email address: edmon_loza@tpb.gov.ph/edshi_cordero@tpb.gov.ph

Tel. No: 247- 0812 / 525-9318 loc. 240

VIII. BILLING ARRANGEMENT

Send bill arrangement based on actual number of participants

Please send billing statement to:

EDMON GERALD LOZA

Office of the Corporate Board Secretary

Tourism Promotions Board

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