

**TERMS OF REFERENCE**

Requirement	<b>SERVICES OF A DESTINATION MANAGEMENT COMPANY (DMC)</b>
Event	10 <sup>th</sup> Asia Pacific Initiative on Reproduction (ASPIRE) Congress
Event Date	16-19 April 2020
Event Venue	Philippine International Convention Center (PICC)
Background	<p>ASPIRE is a unique task force of clinicians and scientists involved in the management of fertility and Assisted Reproductive Technology (ART). Founded in 2001, it specifically aims to promote knowledge and awareness of infertility and ART, and to improve infertility-related services in the Asia-Pacific region, with the ultimate goal of improving the quality of patient care in this field.</p> <p>The 10<sup>th</sup> ASPIRE Congress (ASPIRE 2020 Manila) is jointly organized by ASPIRE with the Philippine Society for Reproductive Medicine Inc. (PSRM). With the theme “Bridging the Gap: Fertility and Reproduction,” the programme will be structured around pre-congress workshops, keynote lectures, concurrent sessions, commercial symposia, free communications, and social events.</p> <p>Around 1,800 fertility doctors and scientists are expected to participate in this congress, approximately 80% (or around 1,500 pax) of which are expected to be foreign participants, mostly from the Asia Pacific region, along with a number of guests/attendees from Europe and the Americas.</p> <p>Part of the TPB’s assistance to this event is the sponsorship of a Half-day City Tour in Metro Manila for fifty (50) foreign delegates/VIPs. As such, the TPB is in need of the services of qualified DOT-accredited Destination Management Companies (DMCs) to facilitate all the necessary ground arrangements.</p>
Total Expected Number of Congress Delegates/Participants	1,800 pax (1,500 foreign / 300 local)
Specifications	<p>HALF-DAY CITY TOUR</p> <ul style="list-style-type: none"> <li>• Number of Tour Participants : 50 pax (maximum)</li> <li>• Tour Schedule : 18 April 2020, AM <u>or</u> 19 April 2020, PM (TBC)</li> <li>• Destinations/Itinerary : Metro Manila Heritage Sites</li> <li>• Pick-up and Drop-off Point : PICC (TBC)</li> </ul>
Scope of Services / Deliverables	<ul style="list-style-type: none"> <li>• Land transportation: Two (2) units of air-conditioned Coasters/Bus, or colorful air-conditioned tourist Jeepneys (for approval of TPB), as transfers of the tour participants</li> <li>• Two (2) licensed and DOT-accredited English-speaking tour guides</li> <li>• Facilitation of tours to the following (but not limited to): the National Museum, Ayala Museum, Fort Santiago, Casa Manila, San Agustin Baluarte de San Diego (may exclude one or two of these attractions due to time limitation) <i>*Note: DMC may suggest something comparable in a proposed itinerary</i></li> <li>• Coordination of all arrangements at identified venues</li> </ul>

	<ul style="list-style-type: none"> <li>• Provision of the following for venues/premises included in the itinerary: <ul style="list-style-type: none"> <li>○ Entrance tickets</li> <li>○ Parking fees</li> </ul> </li> <li>• Provide either of the following special Filipino meals for the tour participants (depending on the finalized tour schedule): <ul style="list-style-type: none"> <li>○ For 18 April 2020, AM: A simple/light sit-down lunch at a DOT-accredited food outlet/restaurant after the tour</li> <li>○ For 19 April 2020, PM: Food stations set-up at the tour site serving Filipino snacks, preferably the following: <ul style="list-style-type: none"> <li>– Bibingka and puto bumbong (or similar)</li> <li>– Sago at Gulaman</li> <li>– Taho</li> <li>– Ube and Cheese sorbetes/ice cream</li> </ul> </li> </ul> </li> <li>• Provision of the following on-board amenities (per vehicle): <ul style="list-style-type: none"> <li>○ Bottled water in cooler</li> <li>○ Cold towels</li> </ul> </li> <li>• Provision of incentivized tour kits that will include the following: <ul style="list-style-type: none"> <li>○ Tour itinerary (with brief description and images of the places to be visited)</li> <li>○ Travel necessities, such as native hats and fans, tissue, wet wipes</li> <li>○ Metro Manila map (<i>to be picked up from TPB</i>)</li> </ul> </li> <li>• First Aid Kit on-board each vehicle with basic medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.)</li> <li>• Availability of golf umbrellas (in case of rain)</li> <li>• On-site tour-related expenses / other miscellaneous expenses</li> <li>• Provision of a photographer and at least 30 official photos of the tour group, for submission to TPB three (3) days after the tour</li> </ul>
<p><b>Guidelines</b></p>	<ol style="list-style-type: none"> <li>1. For the Destination Management Company: <ul style="list-style-type: none"> <li>• Should use only DOT-accredited tourism establishments, tour guides and tourist transport companies for the tours</li> <li>• Must be willing to provide services on ‘send-bill’ arrangement</li> <li>• Must be flexible with regard to other requirements that may be mutually agreed upon by the TPB and the service provider</li> </ul> </li> <li>2. For the Transport Service <ul style="list-style-type: none"> <li>• Services must be inclusive of licensed driver, with uniform and company ID, fuel, driver’s meals, and applicable parking and toll fees</li> <li>• Must have comprehensive insurance for the passengers</li> <li>• Vehicles to be used must undergo inspection by TPB representatives/ project officers, at least two (2) days prior to the tour date</li> </ul> </li> </ol>

	<p>3. For the Tour Guides</p> <ul style="list-style-type: none"> <li>• Must be fluent and conversant in English</li> <li>• Should be well-versed in Philippine history, culture and tradition, art, as well as about current events</li> <li>• Must have an engaging personality and able to inject wholesome fun, humor and entertainment in commentaries</li> <li>• Must be friendly, patient and able to project confidence and composure even in the company of difficult or demanding guests</li> </ul>
<p>Eligibility Requirements</p>	<p>1. For the Destination Management Company:</p> <ul style="list-style-type: none"> <li>• Must be a DOT-accredited establishment</li> <li>• Must be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS)</li> <li>• Must be engaged in the business as a DMC/travel and tour operator for at least two (2) years at the date and time of submission of bids</li> <li>• Must have handled at least three (3) government projects/events</li> </ul> <p>2. For the Transport Service</p> <ul style="list-style-type: none"> <li>• Must be DOT-accredited</li> </ul> <p>3. For the Tour Guides</p> <ul style="list-style-type: none"> <li>• Duly licensed and/or accredited by the DOT, and preferably from known/reputable organization which provides tour guides</li> <li>• Must have at least two (2) years of experience as tour guides</li> <li>• Must have handled at least three (3) foreign tour groups composed of different nationalities</li> </ul>
<p>Technical Requirements</p>	<ul style="list-style-type: none"> <li>• Company Profile</li> <li>• PhilGEPS Certificate/Registration</li> <li>• DOT Accreditation/Certificate</li> <li>• BIR Registration Certificate with TIN</li> <li>• DTI Business Registration/SEC Certificate</li> <li>• Valid and current Mayor’s Permit/Municipal License to operate</li> <li>• List of projects/events handled within the last two (2) years, including at least three (3) government projects involved with</li> <li>• Curriculum Vitae (CV) of the recommended tour guides detailing their years of experience, and a list of foreign tour groups handled (to include the nationalities composing each tour group, i.e. Asians, Europeans, etc.)</li> </ul>
<p>Approved Budget for the Contract (ABC)</p>	<p>PhP 100,000.00 inclusive of all applicable taxes</p>

Payment Terms	Send bill to the Tourism Promotions Board upon completion of services
Invitation and Evaluation Procedure	<p>Only DOT-accredited DMCs are invited to submit their bid proposals to the TPB. The proposals should include detailed itineraries, itemized list of the basic tour components such as vehicles, meals, tour guides, and other such essentials that incur fees/charges and taxes.</p> <p>The winning bidder shall be determined in accordance with the process of R.A. 9184 and its Revised IRR, and based on the Lowest Calculated and Responsive Bid (LCRB), provided that it does not exceed the ABC.</p>
<p>The bid price ceiling is <b>PhP 100,000.00</b> inclusive of taxes.</p> <p>Deadline for submission of quotation is on _____. For particulars, please contact Ms. JOY CASIANO at telephone numbers (02) 8525-9318 to 27 local 220 or email joy_casiano@tpb.gov.ph</p>	

Please submit your quotation and legal documents not later than \_\_\_\_\_ **2020, 00:00 P.M.**, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4<sup>th</sup> Floor, Legaspi Towers 300, Roxas Boulevard, Manila.