

## **TERMS OF REFERENCE**

### **PAL PERTH-MANILA INAUGURAL FLIGHT FAMILIARIZATION TOUR Manila and Boracay 30 March – 04 April 2020**

#### **Tour Operator Services**

##### **I. BACKGROUND**

The Tourism Promotions Board has been conducting familiarization trips to promote the attractions of traveling in the Philippines.

The Philippine Department of Tourism in Sydney, in partnership with Philippine Airlines, is in support to the Philippine Airlines (PAL) Inaugural Flight from Perth to Manila. The familiarization tour is composed of ten (10) participants: seven (7) travel media representatives, representatives from the Philippine Tourism-Sydney (1), Philippine Airlines (1) and TPB (1).

PAL operates the largest network of flights between the Philippines and Australia. In March 2020, PAL will introduce a regular roundtrip Perth-Manila flight, on which will be the first-ever nonstop air link between The Philippines and Western Australia. With the implementation of a fourth Australian gateway, joining Sydney, Melbourne and Brisbane, will encourage an increase in travel opportunities to the Philippines for Australian travelers in Western Australia.

The familiarization tour will support the promotion of the Philippine Airlines, Perth – Manila flight to the media. This is also part of the overall effort to showcase the new Boracay Island, and the efforts of the Philippine government to promote sustainable tourism. A recent survey shows that 90% of Australians are concerned about environmental sustainability, thus, the main objective is to promote Boracay to the Australian tourists as a sustainable holiday destination.

##### **II. PURPOSE/OBJECTIVES:**

Through this activity, the following objectives will be met:

- To showcase the country as an ideal holiday destination for the Australian market by forging ties with representatives of established and respected media publications;
- To promote the Philippines and the direct flight from Perth to Manila;
- To highlight Boracay island, its attractions and tour activities to suit the different market readership profiles of the participating media publication;
- To showcase the country as an ideal holiday destination for the Australian market by being promoted by media representatives with strong following and engagement;

- To position the country as a safe destination through articles with positive and first-hand experience to negate the recent adverse publicities; and
- To establish a strong relationship with the Perth media in order to promote the Perth – Manila Inaugural Flight.

### III. SCOPE OF WORK/DELIVERABLES:

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

#### 1. Accommodation

- *Manila (30-31 March 2020)*  
Nine (9) single rooms with breakfast for an overnight stay in Pasay City or Makati City. Hotel should be a DOT Accredited 5-star property or its equivalent, preferably Conrad Manila, The Peninsula Manila or City of Dreams.
- *Boracay (31 March – 03 April 2020)*  
Ten (10) single rooms with breakfast for a 4D3N stay in Station 1 or Station Zero in Boracay Island. Resort should be a DOT Accredited 5-star property or its equivalent, preferably The Lind Boracay, Discovery Shores Boracay, Crimson Resort Boracay or Movenpick Resort Boracay.
- *Manila (03 April 2020)*  
Four (4) wash-up rooms for a half-day stay in Pasay City (04:00pm-09:00pm). Hotel should be a DOT Accredited 4-star property or its equivalent, preferably Golden Phoenix or Citadines Manila Bay.

#### 2. Transportation

- *Manila (30-31 March, 03 April)*  
Coaster hire with luggage area.
- *Boracay (31 March-03 April)*  
Two (2) air-conditioned vans per attached itinerary.

#### Note:

- \* Uniformed, presentable and trained drivers
- \* Gasoline, toll and parking fees
- \* Dispatcher / coordinator per vehicle
- \* Provision of first aid kit onboard
- \* Provision of proper, approved, clean signage for the vehicles

3. Meals
  - Tour operator to **arrange meals and/or table reservations** indicated in the itinerary and to coordinate with TPB officer for pre-orders required from 30 March – 03 April 2019. **All meals to be paid for by TPB.**
4. Tour activities
  - Tour activities as indicated in the itinerary.
5. DOT Accredited English-speaking Tour Guide based in Boracay for 31 March-03 April 2020.

#### **IV. Time Frame and Schedule of Work**

A tour operator to provide the mentioned services from 30 March – 03 April 2020.  
(Please see attached itinerary)

#### **V. Eligibility Requirements**

1. Must be DOT accredited.
2. Must be registered with the Philippine Government Electronic Procurement System (PhilGeps).
3. Must be a member of DOT recognized organizations.
4. Must have handled at least three (3) government projects / events (submit list of completed project for the last three (3) years).

#### **VI. BUDGET:**

The allotted budget is **Php 672,000.00** (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.