

TERMS OF REFERENCE

19th PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2020, Virtual Edition 22-24 September 2020 Manila

Services of Interpreters for the PHITEX 2020 Virtual Edition TRAVEL EXCHANGE (TRAVEX) COMPONENT

I. BACKGROUND

The Philippine Travel Exchange (PHITEX) is the largest government-organized travel trade event in the country. Conceived in 1996 as a cost-effective tool in promoting the Philippines and significantly growing inbound tourism, the annual travel event hosts qualified international buyers to meet with accredited Philippine tourism suppliers via one-on-one, table-top business appointment sessions. Another key component is the pre- and post-event tours wherein invited foreign participants are afforded a first-hand experience of the country's beauty and unique warmth of its people from a choice of its popular and emerging destinations.

In addition to the event's business potential, educational seminars have been incorporated in the PHITEX program since 2006 for the private sector participants. The activity endeavors to enhance the sellers' marketing aptitudes in providing them with updates on target source markets, knowledge on promotional innovations, and awareness/information on the latest trends in the travel industry.

Amidst the global crisis wrought by the CoVid19 pandemic, studies indicate that over 68% of business events worldwide have been cancelled or postponed causing considerable challenges to the travel industry. Among the current silver linings in jump starting tourism is digitization, using technology as an effective way in bringing the industry into the new normal. Thus, for the first time, TPB shall utilize this innovation in hosting PHITEX 2020 Virtual Edition. The new methods allow participants to experience new platforms in developing business connections and acquiring new skills while maximizing traceability in every registration, login, click, download and share.

II. DETAILS OF THE EVENT

Date	:	22-24 September 2020
Venue	:	TRAVEX Web Platform
Expected Number of Foreign Participants	:	100 Foreign Buyers

III. SCOPE OF WORK/DELIVERABLES

TPB requires the services of a DOT-accredited travel and tour agency/operator that would be able to provide interpreters for the components of the event including the 2-day travel exchange, who can speak:

LANGUAGE	NUMBER OF INTERPRETERS (pax)
Japanese	8
Korean	8
Mandarin	16

IV. ADDITIONAL REQUIREMENTS

The travel and tour agency/operator should have the following attributes:

- Attentive and addresses the needs of the client;
- Must be willing to coordinate with the assigned TPB officials/officers to determine the assignment of tasks for the interpreters.
- Has been in the industry for at least 3 years;
- Can accommodate any amendments or changes on the requirements without financial implications that may be mutually agreed upon by the TPB and the service provider;
- Must be willing to provide services on a send bill arrangement;
- Accredited by the Department of Tourism; and
- With existing credit line with TPB.

The interpreters should have the following attributes:

- Must have an in-depth knowledge and understanding of his/her working languages;
- Must have knowledge of relevant tourism terminologies;
- Must have strong communication skills;

- Must not sell their services nor products;
- Must be polite, respectful and tactful;
- Must be able to remain neutral before, during and after every interpretation assignment;
- Must be articulate with speaking his/her working languages;
- Must be able to have a strong and uninterrupted internet connection throughout the duration of the event where his/her services are needed; and
- Must be knowledgeable on how to project his/herself professionally in a virtual business conference platform or set-up.

V. TIME FRAME AND SCHEDULE OF WORK

Provide the mentioned services on 23-24 September 2020 (whole days).

Proposed Schedule of Activities (Tentative Program) :

23 September 2020		
TIME	ACTIVITY	REMARKS
9:00 am	Opening Program	*** Tentative program flow
9:30 am onwards	B2B pre-arranged meetings Roundtable Discussions Webinars Interviews Speed Networking Games	
10:00 pm	Last B2B session	
24 September 2020		
TIME	ACTIVITY	REMARKS
8:30 onwards	Continuation of activities	*** Tentative program flow
7:00 pm	Closing Program	

VI. BUDGET

Approved Budget for the Contract (ABC) is **FOUR HUNDRED THOUSAND PESOS (PHP 400,000.00)** inclusive of service charge and all applicable taxes. The cost of items in the bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the above mentioned approved budget.

Breakdown of ABC per Language Group

Language	Amount
Japanese	136,000.00
Korean	104,000.00
Mandarin	160,000.00
Total	PHP 400,000.00

VII. PAYMENT PROCEDURE

Send bill to the **TOURISM PROMOTIONS BOARD** after the completion of services.

MARIA DOLORES R. APAREJADO

Acting Head, North Asia Division

International Promotions Department

4/F Legaspi Towers 300, Roxas Boulevard Manila 1004

Email: doris_aparejado@tpb.gov.ph

Supplier must have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

VIII. EVALUATION PROCEDURE

The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget for the contract (ABC).

IX. ELIGIBILITY REQUIREMENTS

1. Must be legally registered travel and tour agency/operator (DTI or SEC);
2. Must be accredited by the Department of Tourism (DOT), preferably with TPB membership;
3. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
4. With existing credit line with TPB;
5. Preferably with an active account with Landbank of the Philippines

X. TECHNICAL/LEGAL ELIGIBILITY REQUIREMENTS

1. DTI Business Registration/SEC Certificate
2. Mayor's Permit or Permit / License to Operate
3. Income/Business Tax Return
4. BIR Registration with TIN
5. PHILGEPS Accreditation Certificate
6. Omnibus Sworn Statement
7. Company Profile

For particulars, please contact:

Maria Dolores R. Aparejado

Acting Head, North Asia Division

Head, TRAVEX Committee

Mobile : 0928-504-3050

Email address: doris_aparejado@tpb.gov.ph

Ninibeth Leanne V. Madrilejos

Project Officer

North Asia Division

Mobile: 0905-783-8446

Email address: leanne_madrilejos@tpg.gov.ph