

**TERMS OF REFERENCE**  
**PHITEX 2020, VIRTUAL EDITION**  
PHILIPPINES 360 VIRTUAL GAMES  
TOUR OPERATOR SERVICES COMPANY TO PROVIDE ACCOMMODATION VOUCHERS FOR  
PHILIPPINES 360 VIRTUAL GAME WINNERS

**I. Project Title and Description**

**PHITEX 2020, Virtual Edition**  
**Philippines 360 Virtual Games**  
22-24 September 2020

Procurement of a Tour Operator Services Company that will provide accommodation vouchers to the winners of the Philippines 360 Virtual Games for PHITEX 2020, Virtual Edition.

**II. Background**

PHITEX is the biggest government-organized travel trade event in the country first held in 1996. Patterned after the ASEAN Tourism Forum, this event hosts qualified international buyer delegates worldwide to participate in table-top business appointments with accredited Philippine tourism suppliers. Invited foreign participants are also given a chance to experience what the country can offer as a tourism destination.

Research reveals that 68% of business events have been cancelled or postponed due to the ~~very~~ recent COVID-19 pandemic crisis. This has caused significant challenges for the tourism industry players who shifted into digitization in order to sustain business operation while adapting the new normal.

For the first time, TPB shall host the PHITEX Virtual Edition. This online exhibition shall provide an opportunity to experience innovative ways of developing new business connections and update global buyers with the latest Philippine tourism offerings. Also, it can maximize trackability where every registration, login, click, download and share, and other event tracking functionality has become easier than ever.

In order to provide the participants an innovative engagement experience, PHITEX Virtual Edition will ~~be~~ develop virtual games that will provide significant information and trivias about the Philippines. Winners will receive corresponding prizes.

In this regard, TPB will engage the services of a Tour Operator Services Company that ~~to~~ provide accommodation vouchers as prizes for the winners.

### III. Objective and Targeted Outcomes

The prizes motivate and encourage the PHITEX participants to join the Virtual Games and have fun.

### IV. Scope of Work and Deliverables

Scope of Work	Deliverables	
<b>Provision of Accommodation Vouchers</b>  <i>(total of 36 vouchers)</i>	<b>1<sup>st</sup> Prize</b> <b>(12 Winners)</b>	<b>Accommodation Voucher</b> <i>(worth ₱14,000.00 per voucher)</i>
	<b>2<sup>nd</sup> Prize</b> <b>(12 Winners)</b>	<b>Accommodation Voucher</b> <i>(worth ₱9,000.00 per voucher)</i>
	<b>3<sup>rd</sup> Prize</b> <b>(12 Winners)</b>	<b>Accommodation Voucher</b> <i>(worth ₱7,000.00 per voucher)</i>
<b>Voucher Specification</b>	a) Accommodation Vouchers must be valid and redeemable within two (2) years from the date of issuance.  b) Winners are entitled to select a destination/accommodation of choice within the Philippines, with approval from TPB, within the two-year validity period. (Tour Operator may also suggest accommodations on the destination selected by the winner).  c) Accommodation Vouchers must be flexible on the winner's requirement, provided it is within the equivalent value of the prize. Any excess in the value of the prize shall be charged to the winners accordingly .  d) Accommodation Vouchers shall be transferrable but not convertible to cash.	
<b>Hotel Specification</b>	a) Hotels to be provided to winners must be a 3 or 4 star hotel accommodation.	

	<p>b) All rooms to be provided must be a Deluxe double/twin sharing room class.</p> <p>c) Accommodation must be duly accredited by the Department of Tourism (DOT) in the current year.</p>
<b>Other provisions</b>	a) A quarterly report must be submitted to TPB on the status of the utilization of the Voucher.

**V. Project ABC and Terms of Payment**

1. The **approved Budget for Contract (ABC)** of the project for the purpose of this bidding is **THREE HUNDRED SIXTY THOSAND PESOS ONLY (₱360,000.00)** inclusive of all applicable taxes, agency service fees, bank charges, and other fees as may be incurred in the process.
2. The proposed payment scheme for the requirement will be billed progressively upon completion of the following milestones:

<b>Milestones</b>	<b>Payment %</b>
Upon Signing of Memorandum of Understanding (MOU)	15%
Upon Completion and Submission of Printed and Digital versions of the Accommodation Vouchers	85%
<b>Total</b>	<b>100%</b>

**VI. Qualifications**

1. The Tour Operator Services Company must be a reputable agency with the required manpower/personnel staff.
2. The company must have been continuously active in the industry for at least five (5) years from the time of the submission of the quotation.
3. Must be Filipino owned, operated and legally registered under the Philippine Law.
4. Must be duly accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

**VII. Eligibility Requirements**

1. Company Profile
2. PhilGEPS Accreditation
3. Updated Certificate of Accreditation from Department of Tourism (DOT)
4. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business Name
5. Valid and current Mayor's permit / Municipal License

**VIII. Other Terms and Conditions**

1. Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated on section V of this terms of reference.
2. 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.
3. All materials produced during the period of engagement shall be amenable to edits at no cost to the TPB for a maximum of 5 revisions.
4. The selected Tour Operator Services Company shall be subject to assessment of the TPB as to the effectiveness of any phase of the engagement.

**END**