

PROCUREMENT OF TOUR OPERATOR

TERMS OF REFERENCE

31ST PHILIPPINE TRAVEL MART (PTM)

Date: 02-07 December 2020

Megatrade Hall, SM Megamall, Mandaluyong City

I. BACKGROUND

The Philippine Travel Mart (PTM), on its 31st year, is the longest-running travel trade exhibition in the Philippines. In view of the current pandemic brought by COVID-19, the event has been postponed from September to 04-06 December 2020. The 31st PTM will operate based on the new normal and within the guidelines of safety protocol within the guidelines of MICE (Meetings, Incentives, Conferences, and Exhibitions) as promulgated by the Department of Tourism.

II. PROVISION FOR ACCOMMODATION AND TRANSPORTATION

The Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator for TPB's participation in the Philippine Travel Mart (PTM) 2020.

TPB's participation aims to deliver a highly-cost-effective sales and marketing tool through direct sales, launch of new products/destinations, lead generation, recruitment of new TPB members, and networking/building and maintaining of client stakeholders.

- Convey a positive outlook towards Philippines as a safe and fun tourism destination of choice
- Bring back the confidence to travel

III. SPECIFIC REQUIREMENTS

Accommodation

- a. Provide hotel accommodation, six (6) rooms inclusive of *breakfast* on 02-07 December 2020
- b. Located within 3 kilometers from the Megatrade Hall, SM Megamall, such as: Marco Polo Ortigas, The Linden Suites, Holiday Inn Galleria Manila, etc.
- c. Accommodation establishment must have been issued with a DOT Certificate of Authority to Operate prior to its operation
- d. Provide transportation from hotel to SM Megamall and vice versa

- e. TPB Member
- f. Check-in Date: 02 December 2020
- g. Check-out Date: 07 December 2020
- h. Must provide corporate rates and send bill arrangements

Transportation

- a. One (1) unit van including gasoline
- b. Vehicle year model must be at least 2016
- c. Minimum engine displacement at least 2.5 to 3.5L
- d. Fully air-conditioned
- e. Maximum use of 14 hours per day inclusive of overtime
- f. Includes third-party liability insurance
- g. DOT-accredited tourist transportation
- h. Inclusion of payment of toll fees and parking fees
- i. Cover all expenses to include driver's fee as well as his food, RT PCR (Covid 19) tests, PPEs and other miscellaneous fees
- j. Comply with IATF protocols/ guidelines on safety, capacity and coverage

IV. ADDITIONAL TECHNICAL ELIGIBILITY REQUIREMENTS

- Must be legally registered tour operator company under Philippine laws for 5 years;
- Must have previously completed a minimum of 5 projects for the past 5 years' in providing/ servicing tour operations for National Government Agencies (NGAs), Local Government Units (LGUs) and/or Private Agencies, institutions or Organizations
- Must be DOT-accredited tourism establishment
- Must be TPB Member

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Two Hundred Seventy-Three Thousand Pesos (₱273,000.00) inclusive of applicable taxes and fees.

VI. TERMS OF PAYMENT

Payment will be on send-bill arrangement. Full payment upon completion of the requirements stipulated in the technical specifications.

For further information, please refer to Mr. Jaime A. Sy, Acting Head, Industry Relations & Services Division at telephone number (+6328)525-1255/ 0998-973-2873.