

PROCUREMENT OF TOUR OPERATOR

TERMS OF REFERENCE 28TH TRAVEL TOUR EXPO (TTE)

Date: 19 - 24 May 2021

(including ingress and egress)

SMX Convention Center Manila, Pasay City

I. BACKGROUND

The Travel Tour Expo (TTE), considered as the country's biggest annual travel and tourism event, was initially held in 1994 so that Philippine Travel Agencies Association (PTAA) members could have a platform to offer discounted domestic and international travel deals along with other travel related products and merchandize.

The 28th TTE event will be staged both virtual and physical to adhere on the new normal guidelines of safety protocols promulgated by the IATF and the Department of Tourism. The expo will feature 200 exhibitors a cross section of the Philippine tourism industry along the national tourism organizations and embassies.

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 28th Travel Tour Expo (TTE) 2021.

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, culturally diverse and fun tourism destination of choice
- Bring back the confidence to travel

III. SPECIFIC REQUIREMENTS

Accommodation

- a. Provide hotel accommodation inclusive of *breakfast* on 20 - 24 May 2021
- b. Number of Rooms: 6
- c. Category: Standard or De Luxe Twin
- d. Number of Nights/Days: 4N/5D
- e. Located within 3 kilometers from the SMX Convention Center Manila, such as: Hyatt Regency City of Dreams, Nuwa City of Dreams, Okada Manila Hotel, etc.
- f. Accommodation establishment must have been issued with a Department of Tourism (DOT) Certificate of Authority to Operate prior to its operation

- g. Provide free transportation from hotel to SMX Convention Center Manila and vice versa
- h. TPB Member
- i. Check-in Date: 20 May 2021
- j. Check-out Date: 24 May 2021
- k. Must provide corporate rates and send bill arrangements
- l. With cancellation and/or rebooking policies/arrangements

Transportation

- a. Two (2) units van including gasoline
 - i. First van to begin servicing on 19 May 2021 until 24 May 2021
 - ii. Second van to begin servicing on 20 May 2021 until 24 May 2021
- 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. TPB member, if applicable
- i. Inclusion of payment of toll fees and parking fees
- j. Cover all expenses to include driver's fee as well as his food, RT PCR (Covid 19) tests, PPEs and other miscellaneous fees
- k. Multiple pick up and drop off points within Metro Manila and its environs
- l. 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 Fifty-Six Thousand Pesos (₱256,000.00) 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.

DEADLINE OF SUBMISSION AND OPENING OF BIDS

The deadline of submission of bids shall be on ____ at ____ am/pm addressed to the BAC Chairperson, to be submitted to the BAC Secretariat on _____, 2021, _____ am/pm c/o _____, Administrative Department, TPB, 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila (Tel. no. 525-9318 loc. 215/ 208). The opening of bids shall be on ____ at ____am/pm at the TPB Board Room 4th Floor Lagaspi Towers 300 Roxas Boulevard, Manila.

ATTY. VENANCIO C. MANUEL III
Chairperson
Bids & Awards Committee

ELOISA A. ROMERO
Head, BAC Secretariat

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.

Date_____