

PROCUREMENT OF TOUR OPERATOR

TERMS OF REFERENCE Montanosa Film Festival City of Baguio

I. PROJECT TITLE AND DESCRIPTION

Montanosa Film Festival
28 March 2021

Procurement of a Tour Operator Services Company that will provide tour package vouchers to the winners of the Montanosa Film Festival

II. BACKGROUND

The Montañosa Independent Film Festival is a new initiative to take advantage of Baguio's stature as home to independent filmmakers, thus profiling the city as a center for film expressions, in vogue with global and national trends. This further strengthens Baguio City's rebranding as a safe and Creative City, backed and supported by its primary projects. Montanosa recreates the Spanish term associated with people and things bred by the mountains in our midst. It is a noble initiative by the Baguio Creative City that seeks to establish recognition for the Cordilleras as a creative region, flourishing in the arts, rich in cultural heritage -- the very reason why the Baguio Creative City is a creative city.

Widely known to be the melting pot of the Cordilleras, the Baguio Creative City is merely a product of the diverse creative mixes from across the Cordilleras. And so, armed with its gratitude and its growing capacity, the Baguio Creative City turns to film tourism as an effective and creative marketing and promotions strategy for the region's tourism economy. And this, by spearheading the first Montañosa Independent Film Festival.

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

III. SCOPE OF WORK AND DELIVERABLES

Scope Of Work	Deliverables
Provision of tour package vouchers Individual Category- 6 vouchers Group Category- 3 vouchers	INDIVIDUAL CATEGORY: 3D2N All- In Tour Package for 2 pax in the following destinations: <ul style="list-style-type: none">- Cebu- Boracay- Bohol- Puerto Princesa

	<ul style="list-style-type: none"> - Davao - Iloilo <p>Inclusions:</p> <ul style="list-style-type: none"> - Airfare - Accommodation - Transfers - Tours including entrance fees and environmental fees - Meals - Travel Insurance
	<p>GROUP CATEGORY:</p> <p>3D2N All- In Tour Package for 8 pax in the following destinations:</p> <ul style="list-style-type: none"> - Cebu - Boracay - Puerto Princesa <p>Inclusions:</p> <ul style="list-style-type: none"> - Airfare - Accommodation - Transfers - Tours including entrance fees and environmental fees - Meals - Travel Insurance
Voucher Specifications	<p>a) Vouchers must be valid and redeemable within two (2) years from the date of issuance.</p> <p>b) The value of the tour package vouchers can be upgraded provided the add-on value shall be charged to the respective guest.</p> <p>c) The tour package vouchers shall be transferable but not convertible to cash.</p>
Other Provisions	<p>a) Accommodation to be provided to the winners must range from 3 to 4-star hotel categories.</p> <p>b) Accommodation facilities must be duly accredited by the Department of Tourism (DOT) in the current year.</p> <p>c) TICKET RESTRICTIONS:</p>

	<ul style="list-style-type: none"> - Rebookable, reroutable and refundable - Inclusive of terminal fees and 20 kgs check in baggage - Travel insurance
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IV. QUALIFICATIONS

1. 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.
2. Must be Filipino owned, operated and legally registered under the Philippine Law.
3. Must be duly accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

V. ELIGIBILITY REQUIREMENTS

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

VI. APPROVED BUDGET CONTRACT

The ABC is Five Hundred Forty Thousand Pesos (₱540,000.00) inclusive of applicable taxes and fees.

VII. TERMS OF PAYMENT

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

VIII. CONTACT PERSON

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