

TERMS OF REFERENCE
PHILIPPINE TRAVEL EXCHANGE (PHITEX) 2021
SERVICES OF A TOUR OPERATOR FOR THE CONDUCT OF
PHITEX 2021 POST-TOURS PROGRAM

22 September 2021 / Pampanga

I. 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 host qualified international buyer delegates all over the world 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 during pre and post-tours featuring key Philippine attractions and destinations.

The staging of the event in Pampanga aims to showcase the travel and tour protocols implemented in the province through the LGU and private sector partnership and collaboration. This aims to create a benchmark in raising the standard of service being offered by the destination's post-COVID response to the country's health and safety protocols. The event in return will help jumpstart the province's tourism industry and thereby improve the economy, bringing back livelihood and economic movement in the province.

In line with the objective, the PHITEX 2021 Post-Tours Committee will offer five (5) Post-Tour Modules held at different destinations within Pampanga, on 22 September 2021. In addition, a Post-Tour Pre-Run will proceed separately on 27 August 2020 (***the dates are subject to change, the winning bidder shall be notified within 3 calendar days prior to the implementation date***).

The Logistical requirements will be coursed through the Tour Operator covering five (5) Post-Tour Modules which includes provision for the meals, entrance fees, endowments, culinary demo and food tasting fees, tour guide, tour kits, and other requirements. This budget will be charged under PHITEX 2021, COB 2021.

II. SPECIFICATIONS

Tour Services will cover the scheduled **Five (5) Post-Tour Modules** within Pampanga, for a maximum of 25 persons per run, and the **Post-Tour Pre Run** good for 3 pax:

Important Notes:

- *Bidders should submit a budget bid proposal per tax basis that reflects the cost of tours, activities, and logistical requirements. The TPB-initiated requested sponsorship (hosted/discounted) will be deducted from the bid amount. Thus, the tour operator will bill TPB **based on the actual cost per pax.***
- *Bidders must adhere to the DOT Guidelines from the Memorandum Circular No. 2020-008 and 2020-011, as well as the IATF Safety Guidelines and Protocols.*
- *Tour activities and schedules/dates may still be changed according to the recommendations of the PHITEX 2021 Organizing Committee and/or the DOT Regional Office involved.*

PHITEX 2021 POST-TOUR DETAILS

A. POST-TOUR PRE-RUN

Particulars	Description
Module 1	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 2	inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 3	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives

Module 4	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 5	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives

B. POST-TOUR

Each post-tour module shall be participated by a maximum of 25 pax, broken down as follows:

- 20 pax – Sellers
- 2 pax – TPB representatives
- 1 pax – DOT representative
- 2 pax - Guests

1. MODULE 1

DESTINATIONS/SITES	INCLUSIONS
	AM snacks and culinary demo
Sto. Tomas Pottery (Mula de Victoria)	Entrance fee and lunch; provision of jeepney from the entrance to pottery in case bus can only park at the entrance of the resort
San Fernando Heritage Tour	<ul style="list-style-type: none"> - Kalesa Tour / Heritage District - Train Station - Parol-making
San Guillermo Church	
Diaspora Farm Resort	Includes welcome drinks, guided farm tour with hands-on activities like animal interaction palitao-

	making and snacks.
--	--------------------

2. MODULE 2

DESTINATIONS/SITES	INCLUSIONS
Bangkung Malapad	Includes guided tour, set lunch, cooking demo of one (1) dish, and boat rental
Lubao Bamboo Hub	Includes entrance fee and refreshments/snacks
San Agustin Church	Guided tour
Macapagal Museum	Guided tour
Lumanog Guitar Factory	
Betis Church	Guided tour
Willy Layug - Betis Artisan	
Betis Craft	Includes guided tour and PM snacks
Bacolor Tamales-making / Chicharon	Food tasting and bottled water/soda

3. MODULE 3

DESTINATIONS/SITES	INCLUSIONS
Puning Hot Spring and Sand Spa	Puning tour package with lunch (preferably managed buffet)
Clark Tour	Guided tour to the ff: - Clark Museum 4D Theater

	<ul style="list-style-type: none"> - Presidential Mansion/Historical Buildings - K9 Cemetery - Aqua Planet - Clark Safari - Camp Dau - El Kabayo (set up of cowboy experience and shooting, horseback ride, and preps/grill package with snacks)
--	--

4. MODULE 4

DESTINATIONS/SITES	INCLUSIONS
Tibby's Farm	Includes entrance fee, refreshments and lunch, tree planting, harvest and demo, and guided tour
RFW / Razon's Halo-Halo	
Angeles City Heritage Tour	Guided tour to the ff: <ul style="list-style-type: none"> - Holy Rosary Parish Church - Pamintuan Mansion - Museum of Social History - HAU Center for Kapampangan Studies - Angeles Museum - Angeles Library - Taste of Bibingka and Tsokolate Baterol or brewed coffee
Bale-Balayan Museum	

5. MODULE 5

DESTINATION/SITES	INCLUSIONS
Bale-Batu (Arayat)	

Gintung Pakpak Pond and Eco Park	
Pampanga State Agricultural University (PSAU) Demo Farm for sampaloc vinegar or wine / tea-making / tamarind planting	
Abe's Farm	Includes tour inspection of the resort with lunch
Carreon's Pastillas / Pabalan Pastillas	

III. ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the business as a travel and tour operator for at least five (5) years at the date and time of the opening of bids;
3. Must have a minimum of 5 years' experience in providing logistical requirements and tour operator services such as big scale tours, events, and the likes;
4. Must have expertise in organizing and coordinating travel arrangements, specifically within Pampanga and in the Central Luzon Region;
5. Must be a Department of Tourism (DOT) duly accredited entity with up-to-date DOT Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal);
6. Must be knowledgeable of DOT-Accredited tourism establishments and strong private sector connections within Pampanga. Required to submit a list of completed projects in Pampanga over the past three (3) years; and
7. Must be a TPB Member.

IV. LEGAL DOCUMENTS

1. Business or Mayor's Permit
2. Annual Income/Business Tax Return (2020-2021)

3. PhilGEPS Registration Certificate
4. Omnibus Sworn Statement
5. Company Profile

V. GUIDELINES

1. The winning bidder must propose the needed specifications of the concerned TPB Officer.
2. Responds to immediate/unforeseen changes in specifications.
3. Able to work on a minimum guarantee of ten (10) pax per module. *If a tour module does not reach the minimum guarantee of ten participants, this will result in the cancellation of the tour module.*
4. Willing to provide services on a “send-bill” arrangement.

VI. SCOPE OF SERVICES

1. Provide meals, tour services, and other logistical requirements as stated in the specifications.

VII. TERMS OF PAYMENT

1. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.
2. Partial payment of the contract price will only be allowed upon actual delivery of goods and services procured, and such partial payment must correspond to the value of the goods and services delivered and accepted.
3. Payment must only be made after the appropriate inspection and acceptance procedures, as mandated by existing government rules and regulations, have been complied with by the Procuring Entity.
4. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.

IX. PROJECT OFFICERS/CONTACT PERSONS

MR. MILO S. OROPEZA
Project Development Officer III
Industry Relations and Services Division
Domestic Promotions Department
Email address: milo_oropeza@tpb.gov.ph
Tel. No: 8525-9218 loc. 239

X. CONTRACT OF SERVICE / FINANCIAL PROPOSAL

The financial proposal for the tour operator in Pampanga in the amount of **SEVEN HUNDRED FIFTY-SEVEN THOUSAND ONE HUNDRED FIFTY-SIX PESOS ONLY (PHP757,156.00)** inclusive of applicable tax and fees.

Bid Price Ceiling is PhP 757,156.00 inclusive of taxes. For particulars, please contact Mr. Milo S. Oropeza at telephone/mobile number 8525-1255.

Please send billing statement to **TOURISM PROMOTIONS BOARD PHILIPPINES**
4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104