

**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 / Subic Bay Freeport Zone

**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 the Subic Bay Freeport Zone(SBFZ) aims to showcase the travel and tour protocols implemented in the Freeport zone through the Subic Bay Metropolitan Authority (SBMA) 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 authority’s tourism industry and thereby improve the economy, bringing back livelihood and economic movement in the Freeport zone.

In line with this objective, the PHITEX 2021 Post-Tours Committee will offer fifteen (15) Post-Tour Modules held at different destinations within the SBFZ, 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 fifteen (15) Post-Tour Modules which includes provision for the meals, entrance fees, endowments, culinary demo and food tasting fees, tour guide, tour kits, and other logistical requirements. This budget will be charged under PHITEX 2021, COB 2021.

**II. SPECIFICATIONS**

Tour Services will cover the scheduled **Fifteen (15) Post-Tour Modules** within the Subic Bay Freeport Zone, for a maximum of 10 persons per run, and **Four (4)Post-Tour Pre Run** good for 3 pax per run, including meals, tour services, and other logistical requirements:

**PHITEX 2021 POST-TOUR DETAILS**

**A. POST-TOUR PRE-RUN**

<b>Particulars</b>	<b>Description</b>
Module 1 (Batalan River + Grande Island Resort)	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives

Module 3 (Pamulaklakin + Light House Marina Resort)	inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 5 (El Kabayo + Light House Marina Resort)	Inclusive of meals and ground handling expenses good for 3 pax including TPB/DOT representatives
Module 7 (Apaliin + Light House Marina Resort)	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 10 pax, broken down as follows:

- 6 pax – Sellers
- 1 pax – TPB representatives
- 1 pax – DOT representative
- 1 pax – Guest
- 1 pax - Media

1. MODULES 1, 2, 9 & 10

DESTINATIONS/SITES	INCLUSIONS
Batalan River	Includes guided tour, AM snacks, river activities and ground handling expenses
Grande Island Resort	Includes welcome drinks, lunch, PM snacks, guided tour with beach activities like swimming and snorkeling, and ground handling expenses

2. MODULES 3, 4, 11 & 12

DESTINATIONS/SITES	INCLUSIONS
Pamulaklakin	Includes guided tour, AM snacks, lunch, trail activities and ground handling expenses
Light House Marina Resort	Includes Zero Waste Lifestyle and Beach Sustainable Program and Workshop  Includes guided tour, sailing and beach activities, PM snacks, and

	ground handling expenses
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3. MODULES 5, 6, 13 & 14

DESTINATIONS/SITES	INCLUSIONS
EL Kabayo	Includes guided tour, AM snacks, lunch, trail activities and ground handling expenses
Light House Marina Resort	Includes Zero Waste Lifestyle and Beach Sustainable Program and Workshop  Includes guided tour, sailing and beach activities, PM snacks, and ground handling expenses

4. MODULE 7, 8 & 15

DESTINATIONS/SITES	INCLUSIONS
Apaliin	Includes guided tour, AM snacks, lunch, trail activities and ground handling expenses
Light House Marina Resort	Includes Zero Waste Lifestyle and Beach Sustainable Program and Workshop  Includes guided tour, sailing and beach activities, PM snacks, and ground handling expenses

**C. GENERAL INCLUSIONS**

1. Responds to immediate/unforeseen changes in specifications.
2. Able to work on a minimum guarantee of six (6) pax per module. ***If a tour module does not reach the minimum guarantee of six participants, this will result in the cancellation of the tour module.***
3. Willing to provide services on a “send-bill” arrangement. 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. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
4. Cover all expenses to include tour guides and coordinator’s fee as well as their food, RT-PCR (Covid 19) tests/border antigen tests, accommodation, PPEs and other miscellaneous fees.
5. 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.
6. ***Tour activities and/or schedules/dates may still be changed*** according to the recommendations of the PHITEX 2021 Organizing Committee and/or the DOT Regional Office involved.

### III. QUALIFICATIONS OF BIDDERS

1. Must be Filipino owned, operated, and legally registered tour services company under Philippine laws;
2. Engaged in the travel and tour operator business for at least three (3) years at the date and time of the opening of bids;
3. Must have a minimum of 3 years' experience in providing logistical requirements and tour operator services such as small-medium-large scale tours, events, and the likes;
4. Must have expertise in organizing and coordinating travel arrangements, specifically within Subic Bay Freeport Zone;

### IV. ADDITIONAL TECHNICAL REQUIREMENTS

The following additional technical requirements must be submitted together with the proposal.

1. Bidders should submit a budget bid proposal 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**.
2. Valid Department of Tourism (DOT) Certificate of Accreditation or Provisional Certificate of Accreditation (TPB to consider if their DOT certification is subject to renewal)
3. TPB Member Certificate
4. List of ongoing and completed tours conducted in the past three (3) years in Subic Bay Freeport Zone.
5. Proof of working experience with indigenous community in Subic Bay Freeport Zone.
6. Proposed lecture program and activity flow for sustainable zero-waste and plastic free economy program and workshop.
7. Provide an alternative itinerary, without cost to TPB, in case of rain, risk of typhoon, and other unforeseen or fortuitous events.

### X. APPROVED BUDGET FOR THE CONTRACT

**NINE HUNDRED EIGHTY-SEVEN THOUSAND ONE HUNDRED SEVENTY-SIX PESOS ONLY (PHP987,176.00)** inclusive of applicable tax and fees.

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

**\*\*\* Nothing Follows \*\*\***