

TERMS OF REFERENCE

Philippine Travel Exchange 2021 Transportation Requirements for Media Participants

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 hosts qualified international buyer delegates worldwide 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.

PHITEX has become a major annual marketing event that further strengthens the country's brand image and encourages participants to promote affordable and competitive tourism packages.

Research reveals that 68% of business events have been cancelled or postponed due to the very recent COVID-19 pandemic. This has caused significant challenges for the tourism industry; digitization is one of the most effective ways to bridge us into the new normal.

For the first time, despite the pandemic, TPB hosted the PHITEX 2020 Hybrid Edition last 22-24 September 2020 in Panglao, Bohol. This online travel trade show allows tourism stakeholders from all over the world to explore new opportunities and markets as well as update global buyers with the latest Philippine tourism offerings in one hybrid e-conference environment.

An initial target of 100 Buyers and 100 Sellers was set for PHITEX 2020. Yet amidst the challenges, it was able to gather 121 Buyers from 35 countries, and 345 Seller Representatives from 161 companies to engage in the Travel Exchange (TRAVEX). More than half of the Buyers registered came from opportunity markets (52.07%) while the remaining 47.93% are from source markets. The highest number of participants came from Indonesia with 14 participants, followed by China, Korea, Russia, and USA with 9 participants each. Sellers, on the other hand, were composed mostly of Hotels and Resorts (92 companies), and Tour Operators (63 companies). Most of the participating companies are based in Metro Manila. There were 3,946 total old and new contacts established or an average of 28 contacts per Seller Company. There were 1,205 leads generated onsite which was reported by 143 seller companies giving the travel exchange an 89% success rate. There were 76 actual onsite bookings, and over Php 42M in projected revenues. Data from the post-event survey revealed that 94% of the respondents were able to achieve their goals in participating at the PHITEX. The most liked components of the event were the webinars, travel exchange, and virtual tours. Overall, the PHITEX.PH platform received almost 85,000 engagements in a span of 4 days.

This year, TPB will again host the PHITEX 2021 scheduled on September 2021 in Subic, Zambales and nearby environs targeting 100 buyers and 100 Sellers.

DETAILS OF EVENT:

Date	:	September 19 and 20, 2021
Venue	:	Metro Manila and Subic, Zambales

SCOPE OF SERVICE

- Transportation requirement/Shuttle service of local media from Metro Manila/Hotel to Venue-Registration, Welcome Dinner and vice-versa
September 19 and 20, 2021
- Excess Hours – maximum of three (3) hours overtime per day during the project

RATES

- Php 16,000 per 12 hours
- Php 900.00 / hour overtime (maximum of 3 hours per van / day)

SPECIFICATIONS:

- Preferably Toyota Grandia Van (2017 TO 2021 model)
- 12-seater Capacity
- Fully air-conditioned, clean, comfortable, presentable and in good running condition
- With HD Flat Screen Monitor
- Must be equipped with fire extinguisher, provision for cooler for H2O/drinks, umbrellas and first aid kit
- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant requirements
- With appropriate signage (for TPB's approval)
- With airport passes/sticker for airport terminals, if applicable
- With comprehensive insurance
- Maximum passengers per van – 6 persons

INCLUSIONS:

- Professional licensed drivers with the following qualifications:
 - Fit to work especially on/during overtime
 - Must be polite and courteous, drives carefully/cautiously, adheres to road courtesy, prompt in reporting based on agreed time
 - Must be presentable with clean haircut and follows dress code:
 - Polo Barong with shirt insider and black pants or the Company Uniform
 - Clean black shoes
 - Must wear company ID's all throughout the event
 - Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
 - Must be/holder of VALID Professional Driver's License
 - With trip Ticket available when on/during duty
 - Must be negative for RT-PCR Test during the pre-run and during the implementation of the event proper
- Overnight accommodation for the assigned drivers
- Meals for 2 days for the assigned drivers
- Toll fees and other applicable fees

COMPANY'S MINIMUM REQUIREMENT

- Tourist Land Transport Operator/Certificate
- Department of Tourism (DOT) Accreditation
- At least 5 years' experience/expertise in land transportation service
- The company must be in business operations for at least 5 years
- Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers
- Vehicles and driver must be available in case of overtime
- Cost of RT PCR test is c/o the bidder
- Provide/assign additional drivers if necessary

BUDGET

Approved Budget for the Contract (ABC) = 112,200.00 (inclusive of applicable taxes)

- Payment shall be based on the actual usage of vehicles provided that it shall not exceed the contract price (with regard to the type of vehicle, total time of usage, and destination of trip).
- Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees and parking fees, if applicable
- Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay
- Send bill to PHITEX Secretariat/Tourism Promotions Board (TPB) arrangement

***** Nothing Follows *****