

**TERMS OF REFERENCE  
SERVICES OF TOUR OPERATOR  
REGIONAL TRAVEL FAIR 2022  
SITE VALIDATION TRIP IN SORSOGON AND CALABARZON**

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**Proposed Dates :** 7-9 February 2022 - #Exciting Bicol (Sorsogon)  
3-5 March 2022 - #Discover CALABARZON (Sta. Rosa, Laguna)

*\*\*\*Note: Dates are subject to due to the existing IATF Rules and Regulations.*

**BACKGROUND:**

Following the successful implementation of last year’s hybrid edition of Regional Travel Fairs (RTF) featuring Eastern Visayas Region’s “Infinite Escape,” and Zamboanga Peninsula’s #OnceAgainZampen, the Tourism Promotions Board (TPB) will stage anew two separate hybrid Regional Travel Fairs in 2021, particularly featuring **Bicol Region and CALABARZON Region** to be held on April and October, respectively. This is an excellent opportunity for the host regions to showcase their respective tourism offerings in strategic partnership with LGUs and private local industry players.

The 4-day RTF will feature a two-day Business-to-Consumer (B2C) online selling to the public/consumer of discounted domestic tour packages, airline tickets, accommodation, and other tourism-related products and services being offered by the regions.

Another important highlight of the RTF is the on-site Business-to-Business (B2B) session, a platform for the Sellers and Buyers to renew and expand their business network and have opportunities to innovatively develop travel-related business operations aligned with the government’s health and safety guidelines and protocols. A webinar on best practices on tourism operation open to all tourism stakeholders is also part of the fair.

For the efficient implementation of the event, we requires the following for the site validation in Sorsogon, Bicol and Sta. Rosa, Laguna, CALABARZON.

**SCOPE AND DELIVERABLES:**

<b>A. BICOL</b>
<b>1. Transportation:</b> <ul style="list-style-type: none"><li>a. One unit (1) van</li><li>b. Duration : 7-9 February 2022</li><li>c. To provide transportation services at least 10-12 seaters</li></ul>

<ul style="list-style-type: none"> <li>d. Air conditioned</li> <li>e. Preferably Toyota Grandia at least 2016 model</li> <li>f. Route: Legazpi airport transfers to Sorsogon</li> <li>g. Inclusive of Accommodation and meals of driver</li> <li>h. Inclusive of toll fees, gasoline and overtime</li> <li>i. Well uniform driver</li> </ul>
<p><b>2. Hotel Accommodation:</b></p> <ul style="list-style-type: none"> <li>a. At least 3 to 4 star hotel in Sorsogon</li> <li>b. Duration: 7-9 February 2022</li> <li>c. With breakfast</li> <li>d. Three (3) single rooms</li> <li>e. Wifi Connections</li> </ul>
<p><b>3. Provisions of Meals for the TPB Personnel for inclusive of Lunch and Dinner at least One Thousand Five Hundred (Php1,500.00) per pax/day</b></p>
<p><b>4. Air tickets for TPB Personnel three (3) pax with comprehensive insurance</b></p>
<p><b>5. Provisions of Coordination meetings and Onsite related expenses in the amount of Twenty Thousand Pesos (Php20,000.00)</b></p>

<p><b>B.CALABARZON</b></p>
<p><b>1. Transportation:</b></p> <ul style="list-style-type: none"> <li>a. One unit (1) van</li> <li>b. Duration : 3-5 March 2022</li> <li>c. To provide transportation services at least 10-12 seaters</li> <li>d. Air conditioned</li> <li>e. Preferably Toyota Grandia at least 2016 model</li> <li>f. Route: Sta. Rosa, Laguna</li> <li>g. Inclusive of Accommodation and meals of driver</li> <li>h. Inclusive of toll fees, gasoline and overtime</li> <li>i. Well uniform driver</li> <li>j. Point to point services to the TPB Personnel</li> </ul>
<p><b>2. No Hotel Accommodation Required</b></p>
<p><b>3. Provisions of Meals for the TPB Personnel for inclusive of Lunch and Dinner at least One Thousand Five Hundred (Php1,500.00) per pax/day</b></p>
<p><b>4. Provisions of Coordination meetings and Onsite related expenses in the amount of Fifteen Thousand Pesos (Php15,000.00)</b></p>

**C. ELIGIBILITY REQUIREMENTS**

Must comply with the legal and technical and other requirements under R.A. 9184 and its Revised Implementing Rules and Regulations

**D. SPECIAL/ADDITIONAL REQUIREMENTS**

Tour Services Provider must be:

- Tour operator and DOT-accredited
- **Willing to provide services on “send-bill” arrangement per run of site validation in Sorsogon and CALABARZON**

**E. Project Officer**

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