

TERMS OF REFERENCE

Beijing Travel Agents Familiarization Tour Manila and Puerto Princesa 24 - 29 April 2017 Tour Operator Services

I. BACKGROUND

In line with its goal of leveraging the “Visit the Philippines Again 2016”, the Tourism Promotions Board has been conducting familiarization trips to promote the attractions of traveling in the Philippines.

Through the joint effort of Tourism Promotions Board (TPB) and Department of Tourism in Beijing to continuously promote the Philippines and its route network, we are pleased to inform you the “Beijing Travel Agents Familiarization Tour”.

Sun Holiday International Travel Agency Co. Ltd. is a travel company that has been established and authorized by National Tourism Administration and Beijing Administration for Industry and Commerce. Their company is one of the biggest wholesalers of tours to Palawan in Beijing, China. They have a regular seat blocking of 160 seats, two flights a week to Puerto Princesa via Manila with Cebu Pacific. This year they plan to increase their seat blockings with Cebu Pacific. In partnership with DOT Beijing through the Tourism Promotions Board, a familiarization tour for their (50) travel agents in Beijing has been organized by Sun Holiday International Travel Agency Co. Ltd. to help achieve this goal.

A. Details of the Event

Date	:	24 - 29 April 2017
Venue	:	Puerto Princesa
Expected Number of Foreign Participants	:	50 pax

II. PURPOSE/OBJECTIVES:

Through this activity, the following objectives will be met:

- a. To quell negative impressions on the Philippines brought about the PCA ruling on the west Philippine sea;
- b. For the travel agents to act as ambassadors in promoting the Philippines to the Chinese Market;
- c. To increase sales of Philippine tour packages to Cebu and Bohol.

The Tourism Promotions Board (TPB) is inviting qualified Philippine tour operators to provide the requirements of the abovementioned event based on the following guidelines:

III. Scope of Services

I. TOUR GUIDE REQUIREMENTS:

a. DOT Accredited Tour Guide in Puerto Princesa

- Tour guide based in Puerto Princesa who can speak fluent in Mandarin and English, knowledgeable not only about Puerto Princesa but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 24 April 2017 and 26 - 28 April 2017.

II. TRANSPORTATION REQUIREMENTS (BUS OR COASTER):

24 - 29 April 2017

a. Arrival Transfers

Date : 24 April 2017
Time : 11:30am
Starting Point : Airport
Drop off Point : see attached itinerary

b. City Transfers

Date : 25 April 2017
Time : 8:00am
Starting Point : Princesa Garden
Drop off Point : see attached itinerary

c. City Tour

Date : 27 April 2017
Time : 8:00am
Starting Point : Dos Palmas' wharf area
Drop off Point : see attached itinerary

d. City Tour

Date : 28 April 2017
Time : 7:30am
Starting Point : Sheridan Beach Resort
Drop off Point : see attached itinerary

e. Departure Transfers

Date : 29 April 2017
Time : 11:00am
Starting Point : Sheridan Beach Resort
Drop off Point : see attached itinerary

- Implementation of an itinerary for the group to the following destinations:
 - ✓ Airport
 - ✓ Sheridan Beach Resort
 - ✓ Dos Palmas Wharf
 - ✓ Ka Lui Restaurant
 - ✓ Princesa Garden
 - ✓ Badjao Seafront Restaurant
- Can accommodate 50 pax.
- Provision of a tour vehicle with proper signage / labels and other amenities.

III. TOUR ACTIVITIES:

a. Tour Activities for the group that provides the following on 24 - 29 April 2017:

- Entrance fees for the city tour on 27 April 2017.
- Tour operator to provide boat for island hopping at Honda Bay Tour with lunch on 26 April 2017.
- Tour operator to provide the tour in Underground River on 28 April 2017.

IV. Other Requirements

- Provision of the following on complimentary basis:
 1. Land transportation with Mandarin tour guide for the said duration in the tour guide requirements section for the trip;
 2. Applicable entrance fees for Puerto Princesa City tour.
 3. Island hopping with meals on 26 April 2017.
- Coordination with TPB in all other matters required for the smooth implementation of the itinerary;
- Designation of a point person who will coordinate with TPB.

IV. Eligibility Requirements

- Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
- Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).
- Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign.
- Must be a member of DOT recognized organizations
- Must have handled at least three (3) government projects / events
- Must have at least five (5) regular staff / employees duly registered with SSS and/or Department of Labor.
- Must have the capacity to provide first class tourists buses and vehicles.

V. Technical Eligibility Documents

- Company Profile
- PhilGeps Accreditation
- Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
- Valid and current Mayor's permit/municipal license
- List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last five (5) years

VI. BUDGET:

The allotted budget is **PHP 265,000** (inclusive of all applicable taxes).

VII. PAYMENT PROCEDURE:

Send bill to the **TOURISM PROMOTIONS BOARD - ATTN: James A. Sy**, after the completion of services

VIII. EVALUATION PROCEDURE:

The winning bid shall be selected not solely based on the amount of bid, provided that the amount of bid does not exceed the above total budget.