

## **TERMS OF REFERENCE**

### **XIAMEN AIRLINES PUERTO PRINCESA TRAVEL AGENTS FAM TRIP CEBU AND PUERTO PRINCESA 25-30 May 2018 Tour Operator Services**

#### **I. BACKGROUND**

Based on the 2017 survey by the China Tourism Academy and Ctrip, Xiamen is the 13<sup>th</sup> source of outbound traffic among China's cities. Xiamen's diverse and well developed economy provides its citizens with a greater income to travel. Aside from its booming economy, the Xiamen Gaoqi International Airport is a main air hub in East China with flights to over 90 domestic and international destinations.

Xiamen airlines is one of the carriers with direct flights to the Philippines- Xiamen to Cebu ( 3x a week; 2x a week). However, with the announcement of Boracay's closure, flights to Kalibo are being redirected to Puerto Princesa, Palawan. Xiamen airlines will expand its direct flights to Puerto Princesa by July 2018.

In order to drum-up the awareness and interest of the additional flights in the market, Xiamen Airlines together with the Department of Tourism office in Shanghai, China will invite travel and charter agents to visit Puerto Princesa. The said invitees will come up with new tour products in market for the set destinations.

#### **A. Details of the Event**

<b>Date</b>	<b>:</b>	<b>25-30 May 2018</b>
<b>Venue</b>	<b>:</b>	<b>Cebu and Puerto Princesa</b>
<b>Expected Number of Foreign Participants</b>	<b>:</b>	<b>30 pax</b>

#### **II. PURPOSE/OBJECTIVES:**

Through this activity, the following objectives will be met:

1. To reduce the effect of Boracay closure in the China market;
2. To maintain and create favorable image for Puerto Princesa in the market;
3. For the travel agencies to come up with new tour product for the destinations;
4. To drum-up awareness of Xiamen Airlines' additional flights to Puerto Princesa.

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. DOMESTIC TICKETS:

- a. Round Trip Tickets to CEB-PPS-CEB for 30 pax
- b. Round Trip, rebookable and reroutable Ticket for Project Officer:
  1. MNL-CEB via PR 2849 (25 May) and PR 2850
  2. CEB-PPS-CEB via 5J 227(25 May) and Z2 546 (28 May)

#### II. HOTEL ACCOMMODATION REQUIREMENTS:

- A. Tour operator to provide hotel accommodation in Cebu:
  2. 3 star hotel in Cebu City  
Target Hotels:
    - a. Cebu Parlane International Hotel
    - b. Crown Regency
  3. 16 twin sharing rooms with buffet breakfast on 28-30 May 2018 ;
- B. Tour operator to provide hotel accommodation in Palawan:
  1. 16 twin sharing rooms with buffet breakfast from 25-28 May 2018
  2. 3-5 Star hotel/resort in Puerto Princesa. Hotel accommodation shall be coordinated with the TPB officer.  
Target hotels are:
    - a. Sheridan Beach Resort
    - b. Aziza Paradise Hotel
    - c. Hue Hotel

Note:

- **Total cost of accommodation should be based on actual room expenses;**
- **Secured sponsorships should be deducted from the total expenses.**

#### 3. TOUR GUIDE REQUIREMENTS:

- One (1) DOT Accredited Tour Guide for Cebu and Puerto Princesa
- Tour guide based in Cebu and Puerto Princesa who can speak fluent in Mandarin and English, knowledgeable not only about Cebu and Puerto Princesa but also with the history of the Philippines in terms of culture, lifestyle and culinary and available on 25-30 May 2018.

#### 4. **TRANSPORTATION REQUIREMENTS (BUS OR COASTER):**

- Provision of two (2) coasters for the Palawan Leg and one (1) bus for the Cebu Leg for arrival and departure transfers and city tours based on the attached itinerary from 25-30 May 2018.
- Provision of tour vehicles with proper signage / labels and other amenities such as mineral waters and wet towels/wipes for each participants.

#### 5. **TOUR ACTIVITIES:**

a. Tour Activities for the group that provides the following on 25-30 May

##### **Cebu Leg:**

- Entrance fees for the city tour (see attached itinerary)
- Tour operator to provide miscellaneous such as environmental fees, etc. indicated in the itinerary.

##### **Palawan Leg:**

- Entrance fees for the city tour activity (see attached itinerary)
- Boat and snorkeling equipment for island hopping in PPS with lunch at Pandan Island on 26 May 2018;
- Entrance fees and activities at Underground River Park on 27 May 2018;
- Tour operator to provide miscellaneous such as environmental fees, etc. indicated in the itinerary.

#### 6. **Other Requirements**

##### a. **Provision of the following on complimentary basis:**

1. Land transportation with the following:
  - Medicine Kit
  - coldwater and towels
  - Candies or snacks
2. Mandarin Speaking guide from 25-30 May 2018

b. Coordination with TPB in all other matters required for the smooth implementation of the itinerary;

c. Designation of a point person who will coordinate with TPB.

#### VI. **BUDGET:**

The allotted budget is **PHP 981,000.00** (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.