

## TERMS OF REFERENCE

### I. PROJECT

Japan's Glitter Magazine familiarization trip and filming trip in the Manila and Bohol from May 21 to 25, 2018.

### II. BACKGROUND

Glitter Magazine is a lifestyle magazine for active Japanese ladies. This magazine will help reintroduce Manila and Bohol as a fun and fashionable destination for Japanese ladies.

Glitter Magazine caters to target market segment which are active Japanese ladies in their 20's to early 30's. Monthly circulation is 145,000. The magazine is available in bookshops and CD/DVD stores and is widely read in beauty parlors. 67% of its readers travel abroad at least once a year. Partnership with Glitter Magazine will help create awareness about and interest in our sub-campaign "Kirei ni Nareru Firipin" (The Philippines makes you beautiful) to our target market segment.

The actual trip is scheduled on May 20 – 25, 2018.

### III. PURPOSE/OBJECTIVES

- a. To feature the Philippines as an international tourism destination
- b. To drive more Japanese travelers to visit the Philippines.

### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Must be DOT-accredited;
- b. Willing to provide services on "send-bill" arrangement;
- c. Flexible and could adjust immediately to urgent requirements without additional cost to the client;
- d. Must arrange for the shooting permits in all the destinations covered.

### V. SCOPE OF WORK/DELIVERABLES

- a. Draft itinerary is attached. Awaiting for the final itinerary.
- b. Must provide for on-site related expenses as the need arises
- c. Travel dates: May 20 to 25
- d. Destinations: Manila and Bohol
- e. The tour operator should have the following attributes:
  - 1. Attentive and addresses the needs of the client
  - 2. Has been in the industry for at least 3 years
  - 3. Must be willing to provide services on a send bill arrangement

f. Airfare

1. Haneda to Manila for 2 persons (May 20, 2018)  
PR 0423 ETS HND 0115H, ETA MNL 0450H
2. Haneda to Manila for 6 persons (May 21, 2018)  
PR 0423 ETD HND 0115H, ETA MNL 0450H
3. Manila to NRT for 6 persons (May 24, 2018)  
PR 0423 ETD MNL 1440H, ETA NRT 2010H
4. Manila to NRT for 2 persons (May 25, 2018)  
PR 0423 ETD MNL 1440H, ETA NRT 2010H
5. Manila to Tagbilaran for 2 persons (May 20, 2018)  
PR 2773 ETD MNL 0845H, ETA TAG 1000H
6. Manila to Tagbilaran for 7 persons (May 21, 2018)  
5J 617 ETD MNL 0950H, ETA TAG0950H
7. Tagbilaran to Manila for 9 persons (May 23, 2018)  
5J 620 ETD TAG 0800H, ETA MNL 0925H

\*\*\* provision of maximum baggage allowance

g. Accommodation

	May 20	May 21	May 22	May 23	May 24
Single	Jennifer Yamamoto	Jennifer Yamamoto	Jennifer Yamamoto	Jennifer Yamamoto	Jennifer Yamamoto
Single		Izumi Shirahama	Izumi Shirahama	Izumi Shirahama	
Single		Kazumi Furakawa	Kazumi Furakawa	Kazumi Furakawa	
Single	Daisuke Takakura	Daisuke Takakura	Daisuke Takakura	Daisuke Takakura	Daisuke Takakura
Twin		Minami Taira Marina Kishi	Minami Taira Marina Kishi	Minami Taira Marina Kishi	
Twin		Febbie Alacapa Tour Coordinator	Febbie Alacapa Tour Coordinator	Febbie Alacapa Tour Coordinator	
Triple		Akira Shimano Akihiro Motooko Kanghyun Lee	Akira Shimano Akihiro Motooko Kanghyun Lee	Akira Shimano Akihiro Motooko Kanghyun Lee	

1. Bohol

- (2) single rooms from May 20 to 23
- (2) single rooms from May 21 to 23
- (2) twin rooms from May 21 to 23
- (1) triple room from May 21 to 23
- Hotel preferences: Bohol Beach Club, South Palms

2. Manila

- (2) single rooms from May 23 to 25
- (2) single rooms from May 23 to 24
- (2) twin rooms from May 23 to 24
- (1) triple room from May 23 to 24
- Hotel preference: Midas Hotel, Conrad

- h. Transportation
  - 1. Coaster transportation
    - As needed (please refer to the itinerary)
    - Inclusive of taxes, meals of the driver, toll fees, gasoline and other related expenses
- i. Local Guide
  - 1. Provision of (1) Japanese speaking guide in Manila and Bohol. Highly knowledgeable about the tourist spots indicated in the itinerary
- j. Meals
  - 1. meals requirement as stated in the itinerary
- k. Tours and activities
  - 1. Manila
    - Shoot at Fort Santiago
  - 2. Bohol
    - Firefly watching with wine and cheese (10 persons)
    - Dolphin watching with wine an (4 persons)
    - Balicasag Island (4 persons)
    - City tour (10 persons)
    - SUP at Loboc River (5 persons)
    - Private raft with lunch at Loboc River (10 persons)
    - Chocolate hills (ATV / CHAP)\*\*\*
    - note: all entrance fees and other expenses related to tours should be under the tour operator
- l. Shooting and filming
  - 1. Securing of shooting permits (if needed) in all location as stated in the itinerary
  - 2. Please advise all establishment that the group will film
- m. Other matters
  - 1. Availability of cold towels, bottled water and snacks as the need arises.
  - 2. Should TPB be able to secure sponsorships or discounted rates from partner establishments for this trip, the cost equivalent to the sponsorship value should not be included in the statement of account of the tour operator
  - 3. The tour operator should be able to cater to any addition or cancellations provided it should not exceed the budget.

4. The statement of account should reflect the expenses incurred in the actual tour, inclusive of service charge and applicable taxes
5. Any other requirements that may be mutually agreed upon by TPB and the service provider
6. Tour operators must only transact with DOT-accredited suppliers.

**VII. TECHNICAL/LEGAL ELIGIBILITY DOCUMENTS**

- a. Must be accredited by the Department of Tourism (DOT)
- b. Must be accredited with the Philippine Government Electronic
- c. Procurement System (PHILGEPS)
- d. DTI Business Registration/SEC Certificate
- e. Mayor's Permit or License to Operate
- f. BIR Registration with TIN
- g. Company Profile

Bid Price Ceiling is **PHP 896,000.00** inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined **based on the quality of the proposal with the most advantageous financial package cost**, provided that the amount of bid does not exceed the abovementioned approved budget.

For particulars please contact:

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