

**TERMS OF REFERENCE  
SERVICES OF TOUR OPERATOR  
12<sup>th</sup> Regional Travel Fair  
SITE VALIDATION**

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**Proposed Dates:** 24-26 August 2023 (Subject to Change)

**Venue** : Laoag City, Province of Ilocos Norte

**I. BACKGROUND:**

The 3-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.

**II. OBJECTIVES:**

1. Specifically, the program aims to:
  - Provide an online platform for the sellers and buyers to transact business.
  - Conform with the government's safety guidelines and protocols in the hospitality industry in the new normal scenario.
  - Generate domestic travel and spur local economy.
2. Promote the Philippines as a safe, uniquely diverse, and fun destinations.
3. To improve the products and income of man and woman-owned or operated tourism enterprises.
4. To improve the representation of women and men as stakeholders of tourism development.
5. More active promotion of gender equality, respect for human rights, and economic empowerment of women in tourism through more gender-sensitive tourism-related establishments.

### III. SCOPE AND DELIVERABLES:

<p><b>1. Transportation:</b></p> <ul style="list-style-type: none"><li>a. One unit (1) van</li><li>b. Duration : 24-26 August 2023</li><li>c. To provide transportation services at least 10-12 seaters</li><li>d. Air conditioned, clean, and in good running condition</li><li>e. Preferably Toyota Grandia at least 2018 model</li><li>f. Route: Airport transfer, Laoag City outskirts of Municipality (please see attached itinerary)</li><li>g. 12 hours/day including additional 4 hours of overtime pay needed.</li><li>h. Rates must include the use of vehicles, drivers' services, driver's meals, drivers' accommodation (if needed), toll fees RFID, communication expenses, overtime pay, parking fees, entry passes and permits and gasoline.</li><li>i. Must be equipped with a cellphone with load for easy communication with passengers.</li></ul>
<p><b>2. Accommodation of TPB Personnel</b></p> <ul style="list-style-type: none"><li>a. Two (2) rooms with 2 beds at Business category (if applicable/available) or its equivalent inclusive of breakfast</li><li>b. At least 3-to-4-star hotel</li><li>c. Duration: 24-26 August 2023</li></ul>
<p><b>3. Meals of TPB's Personnel and Guests</b></p> <p>Provisions of Meals for the TPB/DOT Personnel maximum of six (6) pax for inclusive of Lunch and Dinner at least One Thousand Five Hundred (Php1,500.00) per pax/day. Inclusive of drinks and water as needed.</p>
<p><b>4. Air tickets</b></p> <ul style="list-style-type: none"><li>a. Manila-Laoag-Manila</li><li>b. TPB Personnel for Two (2)</li><li>c. with comprehensive insurance</li><li>d. 20 kg. baggage allowances</li></ul>
<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>6. Provisions of airport transfer to all TPB Personnel for departure and arrival (Point to point) or reimbursable airport shuttle whichever is applicable and economical</b></p>

#### **IV. Project Implementation**

August 24-26, 2023 in Laoag City

#### **V. Additional Requirements**

Tour Services Provider must DOT-accredited

#### **VII. Approved Budget of the Contract:**

**The approved Budget for the Contract (ABC) is One Hundred Fifty-One Thousand Pesos (Php151,000.00)**

#### **VIII. Terms of Payment**

Payment will be on send-bill arrangement. Supplier is encouraged to have a Landbank account. Payment will be made through LBP bank deposit. In case the supplier does not have a Landbank account, bank charges will be shouldered by the supplier.

#### **IX. Project Officer:**

Michelle S. Alcantara  
michelle\_alcantara@tpb.gov.ph