

# **ANNEX A: TERMS OF REFERENCE**

(Services of a Transportation Provider)

As of 04 July 2024

## **PHILIPPINE TRAVEL EXCHANGE (PHITEX)**

03-05 September 2024

Metro Manila

### **I. BACKGROUND**

The Philippine Travel Exchange (PHITEX) stands as the country's foremost government-organized travel trade event, with a legacy dating back to its establishment in 1996. The event attracts esteemed qualified buyers from around the globe, affording them the opportunity to engage in meaningful table-top business appointments with distinguished Philippine sellers. Moreover, it enables participants to experience the allure of various Philippine tourism destinations through pre-and post-event tours, all with the overarching goal of bolstering tourist arrivals in our beloved nation.

Over the years, PHITEX has emerged as a pivotal annual marketing occasion that strengthens the Philippines' brand image and fosters a spirit of collaboration among participants in promoting affordable and competitive tourism packages.

Notably, even amid the challenges posed by the pandemic, the TPB demonstrated resilience and innovation in September 2020 by hosting the PHITEX 2020 Hybrid Edition in Panglao, Bohol, an online travel trade show that opened new doors to tourism stakeholders across the globe. It offered a novel hybrid conference environment, facilitating the exploration of fresh opportunities and markets, while providing invaluable updates to global buyers on the latest and most enticing Philippine tourism offerings.

Building upon the momentum, PHITEX ventured outside of Manila in 2021, choosing Subic as its host, and in 2022, the event made its triumphant return to Manila, marking the first time since the pandemic that international buyers were able to physically attend.

Coming out of pandemic, the first purely physical PHITEX was held in Cebu last 19-21 September 2023 after its first hosting 16 years ago. For this year, PHITEX

will return to Manila and will be scheduled on 03-05 September 2024. The event will be attended by 80 fully hosted buyers coming from the top 13 markets of the TPB along with 80 seller companies.

**Date of Events:**

Date : September 02 – 13, 2024  
 Venue : Metro Manila

**II. OBJECTIVES**

- Provide venue for foreign buyers of travel products to discuss business with Philippine tourism suppliers with possibility of securing booking on-site or at least business leads.
- Communicate to the global market that tourism in the Philippines is safe and is flourishing with its new and improved product offerings.
- Entice buyers to include the Philippines in their tour programs or expand their existing tour programs of the country.

**III. SCOPE OF SERVICES**

1. Transportation requirements for Airport Arrivals of PHITEX 2024 Buyers:

DESTINATION	DATE	REMARKS
Metro Manila	02-03 September 2024	Arrival of Buyers

2. Shuttle services for Speakers from airport/residence-hotel-venue and vice versa:

DESTINATION	DATE	REMARKS
Metro Manila	02-04 September 2024	

3. Shuttle services for Media from airport/residence-hotel-venue and vice versa:

DESTINATION	DATE	REMARKS
Metro Manila	03-05 September 2024	Metro Manila

4. Shuttle services for PHITEX delegates for the closing ceremony venue to the official hotel:

DESTINATION	DATE	REMARKS
Metro Manila	05 September 2024	

5. Provision of Secretariat shuttle service:

DESTINATION	DATE	REMARKS
Metro Manila, Bulacan, Cavite and Suburbs (Residences to official venue)	31 August – 13 September 2024	Metro Manila and Suburbs

6. Transportation requirements for the Departure of PHITEX 2024 Buyers:

DESTINATION	DATE	REMARKS
Metro Manila	06-07 September 2024 11-13 September 2024	

7. Overtime (Excess Hours) – maximum of four (4) hours of overtime per day during the project

**IV. SCHEDULE OF DELIVERY**

DATE	TYPE OF VEHICLE	PARTICULARS
01 – 06 September 2024	Van	<p><b>Provision of Secretariat Shuttle Services:</b></p> <ul style="list-style-type: none"> <li>Metro Manila (TPB to the Official Hotel and Venue) <ul style="list-style-type: none"> <li>Van : 5 units minimum of 10 Hours x 6 days</li> </ul> </li> </ul> <p><i>Maximum of 4 hours of overtime</i></p>
02-03 September 2024	Van and Coaster	<p><b>Transportation Requirements for the Arriving Buyers:</b></p> <ul style="list-style-type: none"> <li>Metro Manila (Airport to the Official Hotel) <ul style="list-style-type: none"> <li>Van : 3 units minimum of 10 Hours x 2 days</li> <li>Coaster : 2 units minimum of 10 Hours x 2 days</li> </ul> </li> </ul> <p><i>Maximum of 4 hours of overtime</i></p>

<p>02-04 September 2024</p>	<p>Van</p>	<p><b>Shuttle Services for Speakers: (Ask speaker)</b></p> <ul style="list-style-type: none"> <li>• Metro Manila (Airport or Residence to the Official Hotel or Venue) <ul style="list-style-type: none"> <li>- Van : 2 units minimum of 10 Hours x 3 days</li> </ul> </li> </ul> <p><i>Maximum of 4 hours of overtime</i></p>
<p>03-05 September 2024</p>	<p>Van</p>	<p><b>Shuttle Services for Media: (Ask media)</b></p> <ul style="list-style-type: none"> <li>• Metro Manila Airport or Residence to the Official Hotel or Venue) <ul style="list-style-type: none"> <li>- Van : 2 units minimum of 10 Hours x 3 days</li> </ul> </li> </ul> <p><i>Maximum of 4 hours of overtime</i></p>
<p>05 September 2024</p>	<p>Van, Coaster and Bus</p>	<p><b>Shuttle Services for the PHITEX delegates (Closing Ceremony TBA)</b></p> <ul style="list-style-type: none"> <li>• Metro Manila (Official Hotel to Venue and vv) <ul style="list-style-type: none"> <li>- Van : 2 units minimum of 10 Hours x 1 day</li> <li>- Coaster : 2 units minimum of 10 Hours x 1 day</li> <li>- Bus : 6 units minimum of 10 Hours x 1 day</li> </ul> </li> </ul> <p><i>Maximum of 4 hours of overtime</i></p>
<p>06-07 September 2024</p>	<p>Van</p>	<p><b>Transportation Requirements for the Departing Buyers and Secretariat:</b></p> <ul style="list-style-type: none"> <li>• Metro Manila (Official Hotel to Airport/2<sup>nd</sup> Call Accommodation/Residence) <ul style="list-style-type: none"> <li>- Van : 4 units minimum of 10 Hours x 2 days</li> <li>- Coaster (07 September only) : 1 unit minimum of 10 Hours x 1 day</li> </ul> </li> </ul> <p><i>Maximum of 4 hours of overtime</i></p>
<p>10-13 September 2024</p>	<p>Van</p>	<p><b>Provision of Secretariat Shuttle Services:</b></p> <ul style="list-style-type: none"> <li>• Metro Manila (2<sup>nd</sup> Call Accommodation to TPB/Residence) <ul style="list-style-type: none"> <li>- Van</li> </ul> </li> </ul>

		: 3 units minimum of 10 Hours x 4 days <i>Maximum of 4 hours of overtime</i>
11-13 September 2024	Van	<b>Transportation Requirements for the Departing Buyers:</b> <ul style="list-style-type: none"> <li>• Metro Manila (2<sup>nd</sup> Call Accommodation to Airport) <ul style="list-style-type: none"> <li>- Van <ul style="list-style-type: none"> <li>: 7 units minimum of 10 Hours x 3 days</li> <li><i>Maximum of 4 hours of overtime</i></li> </ul> </li> </ul> </li> </ul>

## V. ELIGIBILITY REQUIREMENTS

### 1. Vehicles

TYPE OF VEHICLE	REQUIREMENTS
Van	<ul style="list-style-type: none"> <li>- Provision of Tourist Van with Euro 5 engine (Not older than 2018 models (2018- 2023) with proof of purchase</li> <li>- 12-seater Capacity</li> <li>- Fully air-conditioned, clean, comfortable, and presentable in good running condition</li> <li>- Must be equipped with a fire extinguisher, provision for umbrellas, and first aid kit</li> <li>- With airport passes/stickers for airport terminals in Manila, if applicable</li> <li>- With comprehensive insurance</li> <li>- With dash cam</li> </ul>
Coaster	<ul style="list-style-type: none"> <li>- Provision of Tourist Coaster not older than 2013 models (2013 – 2023) with proof of purchase</li> <li>- 22–27-Seater Coaster with luggage compartment</li> <li>- Fully air-conditioned, clean, comfortable, and presentable in good running condition</li> <li>- Must be equipped with a fire extinguisher, provision for umbrellas, and first aid kit</li> <li>- With airport passes/stickers for airport terminals in Manila, if applicable</li> <li>- With comprehensive insurance</li> <li>- With dash cam</li> </ul>
Bus	<ul style="list-style-type: none"> <li>- Provision of Tourist Bus not later than 2017 models (2017 – 2023) with proof of purchase</li> <li>- 45–50-Seater Bus with luggage compartment</li> </ul>

	<ul style="list-style-type: none"> <li>- Fully air-conditioned, clean, comfortable, and presentable in good running condition</li> <li>- Must be equipped with a fire extinguisher, provision for umbrellas, and first aid kit</li> <li>- With airport passes/stickers for airport terminals in Manila, if applicable</li> <li>- With comprehensive insurance</li> <li>- With dash cam</li> </ul>
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## 2. Drivers to be Assigned to the Project

### Qualifications of the Drivers:

- Must be a professional tourist driver
- Must be equipped with working mobile phones and/or handheld two-way radio for easy coordination
- Must be/holder of VALID Professional Driver's License
- With trip Ticket available when on/during duty

### Dress code:

- Polo Barong with shirt inside and black pants or the Company Uniform
- Clean black shoes
- Must wear company ID's all throughout the event

## 3. Transportation Service Provider

- Tourist Land Transport Operator/Certificate
- Department of Tourism (DOT) Accreditation
- LTFRB Accreditation
- At least 5 years of experience/expertise in land transportation service
- List of international groups/events or foreign clients handled for the last five (5) years
- Provide point person/coordinators/dispatchers during the arrival of buyers, event proper, and departure of buyers
- Submission of proof of purchase of vehicles of at least five (5) each type of vehicles

## VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is **TWO MILLION FIVE HUNDRED SIXTY FIVE THOUSAND PESOS (PhP2,565,000.00)** inclusive of all applicable taxes and fees to be charged to PHITEX budget.

- Rate inclusive of comprehensive insurance, government tax, gasoline, skyway toll fees, and parking fees, if applicable.
- Billing should be charged based on the minimum hour plus the approved overtime rate in excess of the minimum hour plus the approved overtime pay.

## **VII. TERMS OF PAYMENT**

- Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier. Payment must be made in accordance with prevailing accounting and auditing rules and regulations.
- Payment shall be made within 30 working days upon submission of the Statement of Account with complete supporting documents
- The 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.

Send the bill arrangement to the **TOURISM PROMOTIONS BOARD PHILIPPINES** after the full completion of the event, based on the actual cost incurred.

**CARMELA JOY A. FEBRIO**

PHITEX Project Manager

International Promotions Department

6/F, Five E-Com Center, Harbor Drive, Mall of Asia Complex, Pasay City, 1300

## **VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full delivery of the requirements.

## **IX. CONTACT INFORMATION**

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