

**TERMS OF REFERENCE FOR A
SERVICES OF A TRAVEL AND TOUR OPERATOR FOR THE
PURCHASE AND ISSUANCE OF INTERNATIONAL AIRLINE TICKET AND
OTHER TRAVEL SERVICES IN CONNECTION WITH THE OFFICIAL TRAVEL OF
THE DEPARTMENT OF TOURISM TO THE
WORLD TRAVEL MART 2021 AND RELATED ACTIVITIES
30 OCTOBER TO 04 NOVEMBER 2021, LONDON, UNITED KINGDOM**

Introduction

The Department of Tourism will attend the World Travel Mart (WTM) 2021 and related activities, the biggest travel and tourism event globally, which will be held on 01-03 November 2021 at the ExCel in London, United Kingdom.

On the said occasion, there will also be three (3) related events to be participated in by the DOT, namely:

- 1) World Tourism Organization (UNWTO)/WTM Tourism Ministerial Roundtable
- 2) Pacific Asia Travel Association (PATA) Advocacy Aligned Dinner
- 3) World Travel and Tourism Council (WTTC) Annual Forum and Press Conference

These three organizations are the main travel and tourism organizations globally and regionally that support the sustainable development of tourism, and provide an avenue for networking among government and private sector.

The DOT is in need of an Accredited Travel and Tour Operator located within Metro Manila that shall provide the following requirements from 30 October to 05 November 2021 (inclusive of travel time) in London, United Kingdom:

I.) Purchase and Issuance of International Airline Tickets

A. Airfare:

One (1) Business Class Ticket (*Subject Upon Approval of the Office of the President*)

One (1) Economy Class Ticket

B. Passengers and Proposed Flight:

1. Secretary Bernadette Romulo-Puyat (Business Class)

30 October 2021 | Depart Manila for London (Via Qatar or Etihad)

04 November 2021 | Return for Manila (Via Qatar or Etihad)

2. Mr. Jaime Victor S. Bayhonan (Economy Class)

30 October 2021 | Depart Manila for London (Via Qatar or Etihad)

04 November 2021 | Return for Manila (Via Qatar or Etihad)

Note: Travel and Tour Operator may propose other flight itinerary that must be within the identified travel dates and approved budget for the contract (ABC).

D. Requirements:

- Ticket is rebookable, re-routable and refundable
- Regular Business and Economy Fare
- Include Travel Insurance with COVID-19 Provisions
- Include at least 20-30 KG weight allowance
- Show breakdown of quotation

- Include travel tax and fuel charges (*Travel Tax will be deducted upon submission of Travel Tax Exemption Certificate*)
- Copies of passport will be provided
- Must be DOT Accredited
- Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS)
- Travel Agency must be within Metro Manila

II.) Purchase of Extra Weight for Luggage for Tokens

- A. Manila – London (Total of 50 Kilos)
- B. London – Manila (Total of 50 Kilos)

III.) COVID-19 Testing using RT-PCR

- A. Pre-Departure in Manila
- B. Arrival in Manila
- C. Arrival in London (Pre-payment)
- D. Departure in London (Pre-payment)

**Note: For the RT-PCR tests in London, DOT together with the London Office will coordinate with the winning bidder on the process.*

IV.) Temporary Booking of Arrival Quarantine Facility (Inclusive of Accommodation and Meals) in Metro Manila (Subject to showing of signs and symptoms as Diplomatic and Official Travel are only required home quarantine as stipulated in IATF Resolution Number 128-B).

V.) Total Budget: Php 923,767.49

VI.) Mode of Issuance: Government Procedure

VI.) Mode of Payment: Send-bill arrangement

VII.) Contact Persons:

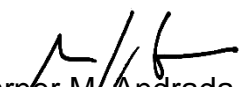
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