

TERMS OF REFERENCE

Requirements for Services of a Tour Operator

Project: China Education Agents and Studying Abroad Familiarization Trip
Date: 8-15 December 2019
Venue: Manila, Clark and Cebu

I. Background

Studying Abroad magazine is supervised by Guangming Daily Group and published by Guangming Daily Press. It focuses on trends in overseas study and releases industry index and ranking in order to contribute to the standardization of overseas study industry and promote cultural communication between China and other countries. Studying Abroad at the moment is the only government-linked media organization focusing on studying abroad and international education. The magazine releases two issues every month. Circulation per issue varies between 70,000 to 110,000.

Feedback from educational agencies showed the surge of interests in study tour programs in the Philippines, particularly in Clark and Cebu. With strong links with overseas study industry, Studying Abroad is responding to requests from industry partners and proposing a familiarization tour for Chinese study tour organizers to discover and explore the possibilities on study tour programs in the Philippines. The group will go to Manila, Clark and Cebu and visit schools and campuses in Clark and Cebu.

The project requires the services of a tour operator who shall arrange for the group's travel requirements and ensure a smooth implementation of the familiarization trip.

II. Details of the Event

Date	:	8-15 December 2019
Venue	:	Manila, Clark and Cebu
No. of foreign participants	:	18 pax (Chinese agents)
Total no. of participants	:	20 pax (including 1 DOT-Beijing and 1 TPB Project Officers)

PDOT-Beijing is inviting qualified Philippine tour operators to provide travel arrangements for the group based on the following guidelines:

Scope of Services (No Subcontracting of Ground Handler)

1. ACCOMMODATIONS
 - a. One (1) night twin-sharing accommodation with breakfast in a 5-star hotel in Metro Manila (near the airport) on December 8-9
 - b. Two (2) nights twin-sharing accommodation with breakfast in a 5-star hotel in Clark on December 9-11
 - c. Three (3) nights twin-sharing accommodation with breakfast in a 5-star hotel in Cebu on December 11-14

d. One (1) night twin-sharing accommodation with breakfast in a 5-star hotel in Metro Manila (bay area) on December 14-15

2. ACTIVITIES AND TOURS WITH DOT-ACCREDITED CHINESE-SPEAKING GUIDES

Please refer to the attached itinerary

** Tour operator to provide boat transfers for the island hopping tour*

** Tour operator to provide miscellaneous such as swimming/snorkeling gears, aqua shoes, activity fees, entrance fees and environmental fees during tours*

3. TRANSPORTATION

- a. Domestic economy-class air tickets with 20 kg baggage allowance per passenger for Clark-Cebu on December 11 and Cebu-Manila on December 14 (*please refer to the attached itinerary*)
- b. Passenger van + luggage van during arrival transfers in Manila on December 8
- c. Bus to and in Clark on December 9-11
- d. Vans for Puning Hot Spring on December 11
- e. Bus in Cebu on December 11-14
- f. Bus in Manila on December 14-15
- g. Passenger van + luggage van during departure transfers in Manila on December 15

Provision of DOT-accredited, clean, comfortable and tourist friendly transport service for the participants inclusive of the following:

- Uniformed, presentable and trained drivers
- Gasoline, toll and parking fees
- Dispatcher / coordinator per vehicle
- Provision of first aid kit and hygiene kit onboard containing wet towels/wipes, insect repellent, alcohol, sun screen, raincoat/poncho for each participants
- Provision of proper, approved, clean signage for the vehicles
- Provision of snacks on board
- Provision of bottled water (4 bottles/pax/day)

4. MEALS and BEVERAGES

Please refer to the attached itinerary

**Budget for lunch is Php 1,000.00/pax for lunch and Php 1,200/pax for dinner inclusive of one round of drinks per meal*

5. Provision of a Mandarin-speaking Tour Guide for the duration on the trip

Please refer to the attached itinerary

DOT-accredited tour guides must:

- speak Mandarin and English fluently

- be knowledgeable about the destination, as well as the history of the Philippines, culture, lifestyle and gastronomy
 - well-groomed and neatly dressed
 - coordinates with PDOT-Beijing and TPB representatives on the program and schedule of activities
 - NOT sell products nor ask tips from the guests
6. Provision of a tour coordinator who will provide miscellaneous budget for snacks and other tour-related expenses. The tour coordinator shall also communicate with PDOT-Beijing and TPB all other matters required for the smooth implementation of the tour.

III. Eligibility Requirements

1. Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company.
2. Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps).

IV. Technical Eligibility Documents

1. Company Profile
2. PhilGeps Accreditation
3. Registration certificate from Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI) Business name
4. Valid and current Mayor's permit/municipal license
5. List of international groups/events or foreign clients handled and list of handled TPB projects participated in the last five (5) years

V. Budget for the Contract

The approved budget for the project is **One Million Four Hundred Sixty Thousand Pesos (Php 1,460,000.00)** inclusive of all applicable taxes.

VI. PAYMENT PROCEDURE

Send bill to the PHILIPPINE DEPARTMENT OF TOURISM-BEIJING OFFICE after the completion of services.

ERWIN FERNANDEZ BALANE, DPA

Tourism Attache, Philippine Department of Tourism – Beijing Office
Room 18-01 CITIC Building Tower A, No. 19 Jianguomenwai Dajie,
Chaoyang District, Beijing, China
Telephone: +86 10 65128809 | e-mail: pdot_beijing@tourism.gov.ph

Payment will be made through bank deposit and any bank charges will be shouldered by the supplier.

VII. EVALUATION PROCEDURE

The winning bid shall be selected based on the amount of bid and shall also consider the goods and services based on bidding documents, provided that the amount of bid does not exceed the above total budget.