

TERMS OF REFERENCE

- I. BIDDER : GROUND HANDLERS/TOUR OPERATORS
- II. PROJECT TITLE : EURO MEGA FAM TRIP TO THE PHILIPPINES
- III. PROJECT DATE : DECEMBER 9 TO 15, 2019

IV. MINIMUM REQUIREMENTS:

- Must be accredited by the Department of Tourism
- Preferably specializing in the European market concerned
- Willing to provide on a send bill-arrangement

V. SCOPE OF WORK/DELIVERABLES:

LOT 1: TRANSPORTATION, ACCOMMODATION, MEALS, TOUR GUIDE, AND COMMUNICATION EXPENSES

- Participants: Spain, Italy, and Nordics Market, Tour Guide and Project Officer
- No. of Pax:
 1. European Markets – 40 pax
 2. Tour Guide – 4 pax (Manila)
 - Knowledge in both Spanish and English speaking (Spain)
 - Knowledge in both Italian and English speaking (Italy)
 3. DOT Project Officer – 1 pax
 4. DOT Officials – 2 pax
- Date of Implementation: December 9 to 11, 2019
- **Estimated Budget: Php 1,343,540.00**

• **TRANSPORTATION REQUIREMENTS:**

1. Provision of airport representatives to assist guests upon arrival and departure in airport and tour coordinator to monitor guest's location and estimated arrival and departure times;
2. Breakdown of requirements;

DATE	PARTICULARS	REQUIREMENTS
December 9 , 2019	Airport Transfers (NAIA to Makati Hotel) Number of Hours: 12 Hours rental (Arrival Times Vary, to be provided by DOT once available) Dinner at a Restaurant	<ul style="list-style-type: none"> • Preferred Vehicle: 4 Coasters • Passengers: Spain, Italy, and Nordics Market

December 10, 2019	Makati to Manila Whole day city tour of Manila Number of Hours: 10 Hours Lunch at Resort World Manila Dinner at a Restaurant	<ul style="list-style-type: none"> • Passengers: 45 pax include (Tour Guide and Project Officer) • Preferred Vehicle: Coaster (4) • Tour guide must be accredited by DOT • Care kit (Mineral water, wet wipes, sunblock, and sanitizer tissue paper etc.)
December 11, 2019	Airport Transfers (Makati Hotel to NAIA) for 41 pax	<ul style="list-style-type: none"> • Preferred Vehicle: 4 Coasters • Passenger: Spain, Italy, and Nordics Market

• **ACCOMMODATION REQUIREMENTS**

1. Accommodation must be within Makati Area
2. Breakdown of Requirements

DATE	NUMBER OF PAX	REMARKS
December 9, 2019	41 pax	Single De Luxe rooms at a 5-Star
December 10, 2019	41 pax	Single De Luxe rooms at a 5-Star

• **MEAL REQUIREMENTS:**

1. Meals source must be within Metro Manila
2. Breakdown of requirements

DATE	NUMBER OF PAX	REMARKS
December 9, 2019	41 pax	Buffet Dinner with 2 rounds of drink
December 10, 2019	47 pax	Buffet Lunch and Dinner with 2 rounds of drink

• **COMMUNICATION EXPENSE REQUIREMENTS:**

1. Telecommunications Network Provider (Globe or Smart) to be advised;
2. Breakdown of requirements:

DATES	NUMBER OF CARDS	CARD AMOUNT
Fam Tour (December 11-15, 2019 2019)	4 pieces	P500.00 each.

• **TOUR GUIDE REQUIREMENTS:**

1. Must be accredited by the DOT
2. Breakdown of requirements:

DATES	NUMBER OF PAX	AMOUNT
City Tour (December 10, 2019)	4 pax	P14,000.00

LOT 2 EURO MEGA FAM TOUR (MANILA-SIARGAO-CEBU)

Participants : Nordics Market, Tour Guide and DOT Coordinator
 No. of Pax : 11 pax per leg
 Date of Implementation : December 11 to 15, 2019
Estimated Budget : Php 924,268.40

Manila-Siargao-Cebu /Nordic Operators and Media Group (11 pax)

DATE	DESTINATION	REQUIREMENTS
December 11, 2019	MANILA to SIARGAO	<ul style="list-style-type: none"> • Transportation: Transfer Hotel to Airport (Coaster) • Domestic Flights: Cebu Pacific 11 pax • Transportation: Transfer Airport to Gen. Luna (coaster) • Buffet lunch and dinner in a restaurant with 2 rounds of drink • Transportation: to and from tour of Sugba Lagoon • Tour guide must be accredited by DOT • 11 single rooms equivalent to a 5-star Hotel
December 12, 2019	SIARGAO	<ul style="list-style-type: none"> • Transportation to and from hotel to the island hopping area • Boat Rental to and from Island Hopping Tour of Guyam, Dako, and Naked Islands and Magpupungko Tidal Pool in Pilar • Buffet lunch and dinner in a restaurant with 2 rounds of drink

		<ul style="list-style-type: none"> • Tour guide must be accredited by DOT • 11 single rooms equivalent to a 5-star Hotel
December 13, 2019	SIARGAO TO CEBU	<ul style="list-style-type: none"> • Transportation: Transfer Resort to Siargao Airport (coaster) 11 pax • Domestic Flights: Siargao to Cebu ticket via Cebu Pacific • Buffet lunch and dinner in a restaurant with 2 rounds of drink • Transportation: Transfer in (coaster) • Half day city tour of Cebu • Tour guide must be accredited by DOT • 11 single rooms equivalent to a 5-star Hotel
December 14, 2019	CEBU	<ul style="list-style-type: none"> • Transportation: Coaster Hire • Whole day ocular inspection of Properties in Mactan and Alegre Guitar Factory • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 15, 2019	CEBU	<ul style="list-style-type: none"> • Transportation: Transfer out hotel to Mactan International Airport (coaster) • Cebu to Manila ticket 1 pax for DOT Coordinator

• Requirements:

1. Bidder must be handled European fam tour in the last 3 years; proof of services rendered, certificate of completion or signed contract;

2. Ground arrangement for tour package (inclusive of roundtrip land transfers from hotel in Manila to resort/airport/seaport (as applicable) with provision for transportation of luggage, roundtrip air tickets from manila to tour destination (as applicable) with at least 30 kg. baggage allowance provision, roundtrip private boat transfers from seaport to resort/ hotel (as applicable) with provision for transportation of luggage, roundtrip land transfers from airport /seaport to resort/hotel (as applicable) with provision for transportation of luggage; applicable fees (terminal fees, toll fess, environmental fees, marine park fees, dive fees) diving with dive equipment and boat rental and services of dive masters/guides; accommodation at a DOT or PCSSD accredited establishments and full board meals for all participants and DOT Coordinators.
3. Roundtrip air tickets must have the following provisions:
 - a. Extended option dates
 - b. Rebooking options without penalties
 - c. Change of participants names without penalties;
4. Issuance of tickets is subject to DOT Authorization;
5. Provision of travel insurance for each participant
6. Provision of participant's guidebook/itinerary for each participant;
7. Provision of one (1) first aid medical kit per leg;
8. Provision of one (1) care kit per leg (Mineral water, wet wipes, sun block, sanitizer, and tissue paper per pax)
9. Provision of tour coordinator per leg to monitor guests and assist in the implementation of each Euro Fam tour leg;
10. Provision of land transportation for inspection of resorts on December 11 to 15 (12 hours rental per day) for each leg.
11. Rooms

No. of Rooms (per destination)	Room type	Meals	Check-In	Check-out	Tour sites destination
11 rooms/ tour leg	Single Occupancy	Full board	December 11, 2019	December 15, 2019	See attached

LOT 3 EURO MEGA FAM TOUR (MANILA-ALBAY-SORSOGON-MANILA)

Participants : Spain Market, Tour Guide and DOT Coordinator
 No. of Pax : 11 pax per leg
 Date of Implementation : December 11 to 15, 2019
Estimated Budget : Php 766,370.00

Manila-Albay-Sorsogon-Manila/ Spain Operators Group (11 pax)

December 11, 2019	Manila to Legazpi, Albay	<ul style="list-style-type: none"> • Transportation: Transfer Hotel to Airport (coaster) • Domestic Flights: MNL to Legazpi via Cebu Pacific (11 pax) • Transportation: Transfer Airport to hotel (coaster) • Transportation: Coaster
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		<p>Whole day rolling tour of Legaspi, Camalig and Mayon Volcano ATV Tour</p> <ul style="list-style-type: none"> • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 12, 2019	Legaspi to Sorsogon	<ul style="list-style-type: none"> • Transportation: Coaster to and from day tour of Donsol and Bulusan, etc. • Boat rental in Donsol for whale watching • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 13, 2019	Albay	<ul style="list-style-type: none"> • Transportation: Coaster • Whole day to Misibis Bay at leisure free for in-house water activities and spa • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 14, 2019	Albay to Manila	<ul style="list-style-type: none"> • Leisure free for in house water activities • Transportation: Transfer Misibis Bay to Legaspi Airport (coaster) • Legazpi to Manila Cebu Pacific Ticket for 11 pax • Transportation: Transfer Airport to hotel in Bay area (coaster)

		<ul style="list-style-type: none"> • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • Whole day inspection of host hotel/city night tour-free time for MOA/Makati Ayala mall shopping or pub • 11 single De Luxe room at 5-star Hotel within Bay Area
December 15, 2019	Manila	<ul style="list-style-type: none"> • Transportation: Transfer hotel to Airport (coaster)

- Requirements:

1. Bidder must be handled European fam tour in the last 3 years; proof of services rendered, certificate of completion or signed contract;
2. Ground arrangement for tour package (inclusive of roundtrip land transfers from hotel in Manila to resort/airport/seaport (as applicable) with provision for transportation of luggage, roundtrip air tickets from manila to tour destination (as applicable) with at least 30 kg. baggage allowance provision, roundtrip private boat transfers from seaport to resort/ hotel (as applicable) with provision for transportation of luggage, roundtrip land transfers from airport /seaport to resort/hotel (as applicable) with provision for transportation of luggage; applicable fees (terminal fees, toll fess, environmental fees, marine park fees, dive fees) diving with dive equipment and boat rental and services of dive masters/guides; accommodation at a DOT or PCSSD accredited establishments and full board meals for all participants and DOT Coordinators.
3. Roundtrip air tickets must have the following provisions:
 - a. Extended option dates
 - b. Rebooking options without penalties
 - c. Change of participants names without penalties;
4. Issuance of tickets is subject to DOT Authorization;
5. Provision of travel insurance for each participant
6. Provision of participant's guidebook/itinerary for each participant;
7. Provision of one (1) first aid medical kit per leg;
8. Provision of one (1) care kit per leg (Mineral water, wet wipes, sun block, sanitizer, and tissue paper);
9. Provision of tour guide with knowledge in both Spanish and English speaking to assist guest in the implementation of the Euro Fam tour;
10. Provision of tour coordinator per leg to monitor guests and assist in the implementation of each Euro Fam tour leg;
11. Provision of land transportation for inspection of resorts on December 11 to 15 (12 hours rental per day) for each leg.
12. Rooms

No. of Rooms (per destination)	Room type	Meals	Check-In	Check-out	Tour sites destination

11 rooms/ tour leg	Single Occupancy	Full board	December 11, 2019	December 15, 2019	See attached
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LOT 4 EURO MEGA FAM TOUR (MANILA-PUERTO PRINCESA-EL NIDO-MANILA)

Participants : Italy Market, Tour Guide and DOT Coordinator
 No. of Pax : 11 pax per leg
 Date of Implementation : December 11 to 15, 2019
Estimated Budget : Php 752,057.90

Manila-Puerto Princesa/ Italy Operators and Media Group (11 pax)

December 11, 2019	Manila to Puerto Princesa	<ul style="list-style-type: none"> • Transportation: Transfer Hotel to Airport (coaster) • Domestic Flights: Cebu Pacific Mnl-PPS 11 pax • Transportation: Transfer airport to whole city tour and proceed to Sheridan Resort • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 12, 2019	Puerto Princesa to El Nido	<ul style="list-style-type: none"> • Transportation: Coaster to and from to the Underground Cave • Boat rental for half day tour to Underground Cave • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • Transfer from Puerto Princesa to El Nido • 11 single rooms equivalent to a 5-star Hotel
December 13, 2019	El Nido	<ul style="list-style-type: none"> • Transportation: Coaster to and from to the area of island hopping • Transportation: Boat Rental for whole day to

		and from island hopping at Mininloc, El Nido <ul style="list-style-type: none"> • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 14, 2019	El Nido	<ul style="list-style-type: none"> • Transportation: Coaster to and from to the area of El Nido • Transportation: Boat Rental for whole day inspection of other El Nido properties (Lio Beach, Lagen, and Pangulasian) • Tour guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 15, 2019	El Nido to Manila	<ul style="list-style-type: none"> • Domestic Flights El Nido to Manila • Transportation: Transfer hotel to Airport (coaster)

- Requirements:
 1. Bidder must be handled European fam tour in the last 3 years; proof of services rendered, certificate of completion or signed contract;
 2. Ground arrangement for tour package (inclusive of roundtrip land transfers from hotel in Manila to resort/airport/seaport (as applicable) with provision for transportation of luggage, roundtrip air tickets from manila to tour destination (as applicable) with at least 30 kg. baggage allowance provision, roundtrip private boat transfers from seaport to resort/ hotel (as applicable) with provision for transportation of luggage, roundtrip land transfers from airport /seaport to resort/hotel (as applicable) with provision for transportation of luggage; applicable fees (terminal fees, toll fess, environmental fees, marine park fees, dive fees) diving with dive equipment and boat rental and services of dive masters/guides; accommodation at a DOT or PCSSD accredited establishments and full board meals for all participants and DOT Coordinators.
 3. Roundtrip air tickets must have the following provisions:
 - a. Extended option dates
 - b. Rebooking options without penalties

- c. Change of participants names without penalties;
4. Issuance of tickets is subject to DOT Authorization;
 5. Provision of travel insurance for each participant
 6. Provision of participant's guidebook/itinerary for each participant;
 7. Provision of one (1) first aid medical kit per leg;
 8. Provision of one (1) care kit per leg (Mineral water, wet wipes, sun block, sanitizer, and tissue paper);
 9. Provision of tour guide with knowledge in both Italian and English speaking to assist in the implementation of the Euro Fam Tour;
 10. Provision of tour coordinator per leg to monitor guests and assist in the implementation of each Euro Fam tour leg;
 11. Provision of land transportation for inspection of resorts on December 11 to 15 (12 hours rental per day) for each leg.
 12. Rooms

No. of Rooms (per destination)	Room type	Meals	Check-In	Check-out	Tour sites destination
11 rooms/ tour leg	Single Occupancy	Full board	December 11, 2019	December 15, 2019	See attached

LOT 5 EURO MEGA FAM TOUR (MANILA-BOHOL-DUMAGUETE-CEBU)

Participants : Nordic Market, Tour Guide and DOT Coordinator
 No. of Pax : 11 pax per leg
 Date of Implementation : December 11 to 15, 2019
Estimated Budget : Php 746,529.30

MANILA-BOHOL-DUMAGUETE-CEBU/ Nordic Operators and Media Group (11 pax)

December 11, 2019	Manila to Bohol	<ul style="list-style-type: none"> • Transportation: Transfer Hotel to Airport (coaster) • Transportation: Coaster • Whole day inspection of properties in Panglao Island and other properties, and Abatan River Cruise • Tour Guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Resort
December 12, 2019	Bohol	<ul style="list-style-type: none"> • Transportation: Coaster

		<ul style="list-style-type: none"> • Whole day country side tour of Bohol and Loboc River • Tour Guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Resort
December 13, 2019	Bohol to Dumaguete	<ul style="list-style-type: none"> • Transportation: Transfer hotel to Port (Coaster) • Transportation: Fast Track Ocean jet ticket for 11 pax (Business Class) • Transportation: Coaster Half day city tour of Dumaguete • Tour Guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Resort
December 14, 2019	Dumaguete	<ul style="list-style-type: none"> • Transportation: Coaster to and from to Bais • Boat rental to and from Whole day Dolphin watching at Bais • Tour Guide must be accredited by DOT • Buffet lunch and dinner in a restaurant with 2 rounds of drink • 11 single rooms equivalent to a 5-star Hotel
December 15, 2019	Dumaguete to Cebu	<ul style="list-style-type: none"> • Dumaguete to Cebu Cebu Pacific ticket for 11 pax • Cebu to Manila ticket for 1 pax for DOT Coordinator

- Requirements:
 1. Bidder must be handled European fam tour in the last 3 years; proof of services rendered, certificate of completion or signed contract;
 2. Ground arrangement for tour package (inclusive of roundtrip land transfers from hotel in Manila to resort/airport/seaport (as applicable) with provision for transportation of luggage, roundtrip air tickets from manila to tour destination (as applicable) with at least 30 kg. baggage allowance provision, roundtrip private boat transfers from seaport to resort/ hotel (as applicable) with provision for transportation of luggage, roundtrip land transfers from airport /seaport to resort/hotel (as applicable) with provision for transportation of luggage; applicable fees (terminal fees, toll fess, environmental fees, marine park fees, dive fees) diving with dive equipment and boat rental and services of dive masters/guides; accommodation at a DOT or PCSSD accredited establishments and full board meals for all participants and DOT Coordinators.
 3. Roundtrip air tickets must have the following provisions:
 - a. Extended option dates
 - b. Rebooking options without penalties
 - c. Change of participants names without penalties;
 4. Issuance of tickets is subject to DOT Authorization;
 5. Provision of travel insurance for each participant
 6. Provision of participant's guidebook/itinerary for each participant;
 7. Provision of one (1) first aid medical kit per leg;
 8. Provision of one (1) care kit per leg (Mineral water, wet wipes, sun block, sanitizer, and tissue paper);
 9. Provision of tour coordinator per leg to monitor guests and assist in the implementation of each Euro Fam tour leg;
 10. Provision of land transportation for inspection of resorts on December 11 to 15 (12 hours rental per day) for each leg.
 11. Rooms

No. of Rooms (per destination)	Room type	Meals	Check-In	Check-out	Tour sites destination
11 rooms/ tour leg	Single Occupancy	Full board	December 11, 2019	December 15, 2019	See attached

LOT 2 (Manila-Siargao-Cebu)	924,268.40
LOT 3 (Manila-Albay-Sorsogon-Albay-Manila)	766,370.00
LOT 4 (Manila-PPS-El Nido-PPS-Manila)	752,057.90
LOT 5 (Manila-Bohol-Dumaguete-Cebu)	746,529.30
Total Estimated Budget	3,189,255.60

• **LOT 6: SECOND CALL ACCOMMODATION**

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|----------------------------|---|----------------------|
| 1. Participants | : | Spain Markets |
| 2. No. of pax | : | 11 pax |
| 3. Date of Implementation | : | December 14, 2019, |
| 4. Estimated Budget | : | Php167,970.00 |
| 5. Requirements | : | |

- a. Provision of tour coordinator to monitor guests and assist in the implementation of the project;
- b. Provision of group buffet lunch and dinner with 2 rounds of drink for 11 pax on December 14, 2019
- c. Accommodation on 11 single room at a 5-Star Hotel located in the Bay Area
- d. All guests must be housed in one (1) hotel only.

VI. BUDGET

LOT NO.	BUDGET in Pesos
Lot 1 – Transportation, Accommodation, Meals, Tour Guide, and Communication Expenses	1,343,540.00
Lot 2 – Fam tour: Manila-Siargao-Cebu	924,268.40
Lot 3 – Fam Tour: Manila-Albay-Sorsogon-Manila	766,370.00
Lot 4 – Manila-Puerto Princesa-El Nido-Manila	752,057.90
Lot 5 – Manila-Bohol-Dumaguete-Cebu	746,529.30
Lot 6 – Second Call Accommodation and Farewell Dinner	167,970.00
TOTAL BUDGET	4,700,735.60

Cost proposal for each lot must be submitted with an itemized breakdown. In the event that DOT is able to secure sponsorships, the corresponding value must be deducted from the total amount in the invoice.

The winner bidder shall be determined based on the proposal with most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT DETAILS

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