

TERMS OF REFERENCE

- I. BIDDER** : Tour Operator
- II. PROJECT TITLE** : Filming of Samudkojorn TV crew for the dive and Snorkeling site in Visayas region

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing domestic air tickets, tours, and ground handling services.

IV. MINIMUM REQUIREMENTS :

- A. Must be accredited by the PDOT and PCSSD (for diving)
- B. Must be willing to provide services on send – bill arrangement
- C. Must have handled dive groups in the last three (3) years
- D. Preferably with experience in handling Thai market

V. SCOPE AND WORK DELIVERABLES :

MINIMUM REQUIREMENTS

- Provision of dive travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
- Ground arrangement for tour package (inclusive of round trip domestic airfare with 30 kg baggage allowance, terminal fees, environmental fees, marine dive fees, portage fees, roundtrip airport transfers with luggage provisions, diving with dive equipment/gear/boat rental, service of dive masters/guides, tours, single/twin sharing accommodation, and full board meals)
- Provision of participant's guidebook
- Provision of airport representatives to assist guests upon arrival and departure in airport
- Provision of first aid medical kit for the participants
- Provision of tour coordinator to monitor the guests and assist in the implementation of the project

a. Accommodation Requirements:

- Cover all accommodations on single and twin occupancy basis (with complimentary breakfast), preferably 3-4 star properties in Cebu and Bohol on the following dates for:

	Check in	Check out
• (6) single room	1. October 05, 2018 (Oslob, Cebu)	1. October 08, 2018 (Oslob, Cebu)
• (2) twin room	2. October 08, 2018 (Bohol)	2. October 11, 2018 (Bohol)

b. Transportation Service Requirements:

- b.1 Airport – Hotel Transfer with luggage vehicle for the following dates:

Name	Date	Pick-up time	Flight Details
Media & PDOT	Oct. 05	ETA 0615H – Cebu	PR 0739 ETD 0130H / ETA 0615H
	Oct. 11	ETD 1300H – Cebu Port	PR 0738 ETD 2125H / ETA 0010H + 1

- b. 2 Transfer in the following destinations:

Unit	Date	Destination
2 Vans	October 05-08, 2018	<ul style="list-style-type: none"> • Cebu – Oslob • Transfer for Whaleshark Encounter • Transfer to Kawasan Falls • Transfer to Moalboal
2 Vans	October 08-11, 2018	<ul style="list-style-type: none"> • Transfer from Dumaguete Port – Bohol • Transfer to Countryside Bohol Tour • Transfer for Tagbilaran Port

b. 3 Roundtrip Ferry Transfer (Cebu-Bohol-Cebu)

No of Pax	Date	Destination
10 pax	October 08, 2018	<ul style="list-style-type: none"> Cebu – Bohol via Dumaguete (Oslob > Dumaguete > Bohol)
10 pax	October 11, 2018	<ul style="list-style-type: none"> Bohol - Cebu

c. **Guided Tours and Diving Requirements:**

- to include guide fee's, environmental fees, marine dive fees, etc. in Oslob, Cebu and Bohol

Oct. 05	Oct. 06	Oct. 07	Oct. 09	Oct. 10
Sumilon Island Tour	Whaleshark Encounter	Diving with dive equipment/gear/boat rental (4 Dives)	Diving with dive equipment/gear/boat rental (4 Dives)	Dolphin Watching and Snorkeling in Balicasag Island
	Kawasan Falls	Service of dive masters/guides	Service of dive masters/guides	Bohol Countryside Tour
	Moalboal			

d. **Meal Requirements:**

-must comply with the dietary requirements “NO BEEF”.

Oct. 05	Oct. 06	Oct. 07	Oct. 08	Oct. 09	Oct. 10	Oct. 11
Breakfast, Lunch and Dinner	Lunch and Dinner	Lunch and Dinner	Lunch and Dinner	Lunch and Dinner	Lunch and Dinner	Lunch and Dinner

e. **Domestic Airline Ticket (RT) Requirements:**

Name	Date	Flight Details
(1) OPMD Representative	October 05, 2018	Must be in Cebu by 0500H (5:00 AM)
	October 11, 2018	Must be in Manila by 1900H (7:00 PM)

VI. BUDGET

Total estimated budget is **PHP 1,136,561.40**

VII. PAYMENT REQUIREMENTS:

- Submission of the following documents upon completion of the project for facilitation of payment:
 - a. Original hotel manifest
 - b. Original trip tickets of land and boat transfer (coaster, van, boat, etc.)
 - c. Detailed report of the project with photo documentation
 - d. Photocopy of Tour Guide IDs as proof of DOT Accreditation

Cost proposal 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 winning 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 PERSON

Contact Person : **MS. MIAH ADAO / MS. ZENY PALLUGNA**

Address : Office of Product and Market Development
5F The New DOT Building
351 Sen Gil Puyat Avenue
Brgy. Bel Air, 1200 Makati City
459-5200 local 524

Contact Number: miah.adao@yahoo.com.ph or zenpallugna@yahoo.com.ph

Email Address : miah.adao@yahoo.com.ph or zenpallugna@yahoo.com.ph