

TERMS OF REFERENCE

- I. **BIDDER** : Tour Operator
- II. **PROJECT TITLE** : DOT Dive Travel Mart at the Diving and Resort Travel (DRT) Show Philippines 2018

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
- B. Must be willing to provide services on send – bill arrangement
- C. Must have handled dive groups in the last three (3) years

V. SCOPE AND WORK DELIVERABLES :

MINIMUM REQUIREMENTS PER LEG

- 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. MANILA LEG (EXPO PROPER)

- **Participants:** International buyers and media and Dive Travel Mart Secretariat
- **Destination:** Metro Manila
- **No. of Pax:** 110 pax
- **Date of Implementation:** September 6 to 10, 2018

Accommodation during the Expo Proper (At least 4-star Located in Ortigas within 500 meters from SM Megamall Megatrade Hall)

Room Category	Quantity	Occupancy Dates
Deluxe Room (Single)	100 (Buyers and Media – 100 pax)	September 7 to 10
Deluxe Room (Twin)	5 (Secretariat – 10 pax)	September 6 to 10

***Inclusive of daily breakfast**

Transportation/Logistics during the Expo Proper

DATES	REQUIREMENTS	NOTES
September 7 to 10	Airport Transfers (NAIA to Hotel in Ortigas) for 100 pax *Van or coaster depending on number of pax	Passengers: Int'l buyers and media Arrival times vary
September 7 to 9	5 Vans Daily Shuttle Service (Hotel	Passengers: Int'l buyers and media

	(Ortigas) to Expo Venue (09:00 AM to 10:00 PM)	13 Hours Rental
September 6 to 10	2 Secretariat Van (09:00 AM to 12:00 AM)	15 Hours Rental

B. POST TOUR

- **Participants:** International buyers and media and DOT Coordinators
- **Minimum No. of Pax per Destination:** 12 pax
- **Total No. of Pax:** 12 pax per destination x 9 destinations = 108 pax
- **Date of Implementation:** September 10 to 14, 2018
- **Minimum Requirements per Destination**
 1. Provision of dive travel and accident insurance for each participant
 2. Ground arrangement for tour package (inclusive of round trip domestic airfare with 30 kg baggage allowance if applicable, terminal fees if applicable, environmental fees, marine park fees, dive fees, portorage fees, roundtrip airport transfers with luggage provision if applicable, diving with dive equipment/gear/boat rental, service of dive masters/guides, tours, single/twin sharing accommodation, full board meals)
 3. Provision of participant's guidebook
 4. Provision of airport representatives to assist guests upon arrival in and departure from airport
 5. Provision of first aid medical kit for the participants
 6. Provision of tour coordinator to monitor the guests and assist in the implementation of the project
- **Specific Requirements per Destination**
 1. **Anilao** (Number of pax: 12)
 - i. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Brgy. Ligaya, Anilao, Batangas**
 - ii. Welcome dinner, inclusive of one round of drinks, for 12 pax upon arrival at the designated resort on September 10, 2018;
 - iii. Transportation:
 - Land transfer from official hotel in Ortigas to designated resort in Anilao that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - Land transportation for inspection of resorts around Anilao on September 11 and 12, 2018;
 - Land transfer from the designated resort in Anilao to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018;
 - iv. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Anilao** inclusive of boat, dive equipment rental, and services of dive masters.
 2. **Bohol** (Number of pax: 12)
 - i. Roundtrip domestic air tickets from Manila to Tagbilaran on September 10 (preferably morning flight) and Tagbilaran to Manila on September 14 (preferably early afternoon flight), inclusive of 30 kg baggage allowance per pax;
 - ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Ipo Candabong, Anda** on September 10 to 14, 2018;

- iii. Welcome dinner, inclusive of one round of drinks, for 12 pax upon arrival at the designated resort on September 10, 2018
- iv. Transportation:
 - o Land transfer from official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transfer from Tagbilaran Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transportation for inspection of resorts around Bohol on September 11 and 12, 2018;
 - o Land transfer from the designated resort to Tagbilaran Airport that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018; and
 - o Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018;
- v. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Bohol** inclusive of boat, dive equipment rental, and services of dive masters.

3. **Coron** (Number of pax: 12)

- i. Roundtrip domestic air tickets from Manila to Busuanga on September 10 (preferably morning flight) and Busuanga to Manila on September 14 (preferably early afternoon flight), inclusive of 30 kg baggage allowance per pax;
- ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Brgy. San Jose, Coron** on September 10 to 14, 2018;
- iii. Welcome dinner, inclusive of one round of drinks, for 12 pax upon arrival at the designated resort on September 10, 2018;
- iv. Transportation:
 - o Land transfer from official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land and sea transfer from Busuanga Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land and boat transportation for inspection of resorts around Coron and Busuanga on September 11 and 12, 2018;
 - o Land and sea transfer from the designated resort to Busuanga Airport that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018; and
 - o Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018
- v. Four (4) dives a day (three day dives and one night dive) for two days (2) for 12 pax in **Coron/Busuanga** inclusive of boat, dive equipment rental and services of dive masters;
- vi. Four (4) dives for 12 pax in **Coron/Busuanga**, inclusive of boat, dive equipment rental, and services of dive masters.

4. **Dumaguete**(Number of pax: 12)

- i. Roundtrip domestic air tickets from Manila to Dumaguete on September 10 (preferably morning flight) and Dumaguete to Manila on

- September 14 (preferably early afternoon flight), inclusive of 30 kg baggage allowance per pax;
- ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Lipayo, Dauin** from September 10 to 14, 2018;
- iii. Welcome dinner, inclusive of one round of drinks, for 12 pax upon arrival at the designated resort on September 10, 2018;
- iv. Transportation:
 - o Land transfer from official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transfer from Dumaguete Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transportation for inspection of resorts around Dumaguete on September 11 and 12, 2018;
 - o Land transfer from the designated resort to Dumaguete Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 14, 2018; and
 - o Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018;
- v. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Dumaguete** inclusive of boat, dive equipment rental and services of dive masters.

5. Malapascua (Number of pax: 12)

- i. Roundtrip domestic air tickets from Manila to Cebu on September 10 (preferably morning flight) and Cebu to Manila on September 14 (preferably early afternoon flight), inclusive of 30 kg baggage allowance per pax;
- ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Logon, Daanbantayan** from September 10 to 14, 2018;
- iii. Welcome dinner, inclusive of one round of drinks, for 12 pax upon arrival at the designated resort on September 10, 2018;
- iv. Transportation:
 - o Land transfer from the official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land and sea transfer from Mactan Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transfer for inspection of resorts around Malapascua on September 11 and 12, 2018;
 - o Land and sea transfer from the designated resort to Mactan Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 14, 2018;
 - o Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018.
- v. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Malapascua** inclusive of boat, dive equipment rental, and services of dive masters.

6. Moalboal (Number of pax: 12)

- i. Roundtrip domestic air tickets from Manila to Cebu on September 10 (preferably morning flight) and Cebu to Manila on September 14 (preferably early afternoon flight), inclusive of 30 kg baggage per pax;
- ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Tuble, Moalboal** from September 10 to 14, 2018
- iii. Welcome dinner for 12 pax, inclusive of one round of drinks, upon arrival at designated resort on September 10, 2018;
- iv. Transportation:
 - o Land transfer from the official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transfer from Mactan Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 10, 2018;
 - o Land transfer for inspection of resorts around Moalboal on September 11 and 12, 2018;
 - o Land transfer from the designated resort to Mactan Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 14, 2018;
 - o Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018.
- v. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Moalboal** inclusive of boat, dive equipment rental and services of dive masters.

7. Puerto Galera(Number of pax: 12)

- i. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort in **Sabang Beach** from September 10 to 14, 2018;
- ii. Welcome dinner for 12 pax, inclusive of one round of drinks, upon arrival at designated resort on September 10, 2018;
- iii. Transportation:
 - o Land and sea transfers from hotel in Ortigas to the designated resort in Puerto Galera that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - o Land transfer for inspection of resorts around Puerto Galera on September 11 and 12, 2018;
 - o Land and sea transfers from the designated resort in Puerto Galera to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018.
- iv. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Puerto Galera** inclusive of boat, dive equipment rental and services of dive masters.

8. Siquijor (Number of pax: 12)

- i. Roundtrip domestic air tickets from Manila to Dumaguete on September 10 (preferably morning flight) and Dumaguete to Manila on

- September 14 (preferably early afternoon flight), inclusive of 30 kg baggage allowance per pax;
- ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **San Juan** from September 10 to 14, 2018;
 - iii. Welcome dinner for 12 pax, inclusive of one round of drinks, upon arrival at designated resort on September 10, 2018;
 - iv. Transportation:
 - a. Land transfer from the official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - b. Land and sea transfers from Dumaguete Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - c. Land transfer for inspection of resorts around Siquijor on September 11 and 12, 2018;
 - d. Land and sea transfers from the designated resort to Dumaguete Airport that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018;
 - e. Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018.
 - v. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Siquijor** inclusive of boat, dive equipment rental and services of dive masters
9. **Southern Leyte** (Number of pax: 12)
- i. Roundtrip domestic air tickets from Manila to Tacloban on September 10 (preferably morning flight) and Tacloban to Manila on September 14 (preferably early afternoon flight), inclusive of 30 kg baggage allowance per pax;
 - ii. Single room accommodation for 12 pax with full board meals, inclusive of one round of drinks per meal, for four (4) nights at a dive resort located in **Brgy. Lungsoddaan, Padre Burgos** from September 10 to 14, 2018;
 - iii. Welcome dinner for 12 pax, inclusive of one round of drinks, upon arrival at designated resort on September 10, 2018;
 - iv. Transportation:
 - a. Land transfer from the official hotel in Ortigas to NAIA that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - b. Land transfer from Tacloban Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage, on September 10, 2018;
 - c. Land transfer for inspection of resorts around Southern Leyte on September 11 and 12;
 - d. Land transfer from the designated resort to Tacloban Airport that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018;
 - e. Land transfer from NAIA to the designated post-familiarization tour hotel in Manila that can comfortably accommodate the passengers, including dive bags/luggage, on September 14, 2018.
 - v. Four (4) dives a day (three day dives and one night dive) for three (3) days for 12 pax in **Southern Leyte** inclusive of boat, dive equipment rental and services of dive masters

C. MANILA LEG (POST TOUR PROPER – SECOND CALL)

- **Participants:** International buyers and media and Dive Travel Mart Secretariat
- **Destination:** Metro Manila
- **No. of Pax:** 110 pax
- **Date of Implementation:** September 14 to 15, 2018

Accommodation (At least 4* Hotel Located in the Bay Area or Near the Airport)

Room Category	Quantity	Occupancy Dates
Deluxe Room (Single)	100	September 14 to 15
Deluxe Room (Twin)	5	September 14 to 15

***Inclusive of breakfast**

Meals

- Dinner at the designated hotel's restaurant for 110 pax on September 14, 2018, upon arrival from the airport after the post familiarization tour

Transportation/Logistics

September 14	1 Secretariat Van	10 Hours Rental
September 15	1 Secretariat Van	10 Hours Rental
September 15 to 16	Airport Transfers (Hotel in Manila to NAIA) for 100 pax	Passengers: Int'l buyers and media Departure times vary

VI. BUDGET

Particulars	Budget (PHP)
Accommodation (Expo Proper)	2,213,120.00
Accommodation (Post Tour Second Call)	788,030.00
Transportation	503,000.00
Post Familiarization Tours	6,186,000.00
GRAND TOTAL	9,690,150.00

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 : **CELSTINE JOYCE T. SY**

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