

TERMS OF REFERENCE

I. PROJECT: Familiarization Tour for Vietnamese Travel Agents and Media

II. BACKGROUND:

Group Name : Familiarization Tour for Vietnamese travel agents and media
No. of Pax : **50 travel agents + 14 media + 2 airline rep + 2 VN rep + 3 OPMD rep**
Date/Period Covered : April 24 to 29, 2018
Destinations : Manila/Davao/Manila

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a local tour operator in the Philippines engaged in the business of providing tour packages or its components to handle and coordinate arrangements for the Familiarization Tour for Vietnamese Agents and Media. The project is aimed at attaining the following objectives:

- a. To increase product and destination knowledge that would encourage tourist traffic from Vietnamese to the Philippines;
- b. To encourage the development and selling of tour packages from Vietnam to the Philippines that would convert potential travel to actual travel;
- c. To establish network linkages with travel trade and travel influencers from Vietnam;
- d. To generate publicity for the Philippines.

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travel trade groups and media;
- c) Willing to provide services on send-bill arrangement.
- d) Preferably with experience in handling Vietnamese market

V. SCOPE OF WORK/DELIVERABLES

- 1) Provision of **travel insurance for 6 days**.
- 2) Transportation service requirements including:
 - a. RT Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:

Particular	Travel Period	Flight Details
2 OPMD rep	April 24-28	ETD 1515H via Philippine Airlines (PR1817)
1 OPMD rep	April 25-28	ETD 0935H via Cebu Pacific (5J 975)

- b. Airport hotel transfer of the following pick-up time schedule:
- 1st Batch: 35 agents + 11 media + 1 airline rep + 1 VN rep + 2 OPMD rep
 - 2nd Batch: 15 agents + 3 media + 1 airline rep + 1 VN rep + 1 OMPD rep

Group	Date	Pick-up time	Flight Details
1 st Batch	April 28	ETA 1120H at NAIA T2	Philippine Airlines
2 nd Batch		ETD 1200NN at NAIA T3	Cebu Pacific

- c. Transfers for the tours
- Half-day City tour of Intramuros (April 28, 2018)
(50 agents + 14 media + 2 airline rep + 2 VN rep + 3 OPMD rep)

- 3) Cover all accommodations on single and twin occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:

- 50 agents + 14 media + 2 airline rep + 2 VN rep

Date/Particulars	Single Occupancy	Twin Share
April 28 (Deluxe hotel in Metro Manila) • Overnight stay	18 deluxe room	25 deluxe room

- 4) Guided tours to include guides' fees (preferably two (2) English/Vietnamese speaking guide), entrance fees and service charges to include the following activities:
- Half-day Intramuros tour
(50 agents + 14 media + 2 airline rep + 2 VN rep + 3 OPMD rep)

- 5) Meal requirements for the following:

Date	Lunch	Snacks	Dinner
April 24	N/A	N/A	At local restaurant or hotel for 50 pax
April 25	At SM Lanang (Vikings) for 71 pax	At local restaurant	N/A – welcome dinner reception for the group c/o Region XI
April 26	At Malipano Island for 71 pax	At the resort	At Mandaya Beach with Cultural presentation for 71 pax
April 27	At local restaurant for 15 pax	At local restaurant	N/A – to join the heavy cocktails at the hotel
April 28	At the hotel	Local restaurant	Local restaurant
April 29	Lunch at hotel or local restaurant		Early dinner at local restaurant

- 6) Submission of the following documents upon completion of the project for facilitation of payment:
- a. Air tickets and boarding passes of the guests

- b. Original hotel receipt and hotel manifest
 - c. Original trip tickets of land and boat transfer (coaster, van, boat, etc.)
 - d. Detailed report of the project with photo documentation
- 7) Finalization of itinerary. Attached as a pertinent attachment is the proposed itinerary which includes more specific details.

VI. BUDGET

Total estimated budget is PHP1,128,364.00

VII. PROJECT OFFICER/CONTACT PERSON:

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Note: *Cost of items in quotation should be broken down.*

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

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statement by supplier. Should the end-user be able to get sponsorships, the billing statement should reflect only the actual expenses incurred.