

TERMS OF REFERENCE

- I. **BIDDER** : Tour Operator / Ground handler
- II. **PROJECT TITLE** : Dive Travel Mart at the Diving and Resort Travel (DRT) Show Philippines 2017

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, portorage 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 from DOT's Opportunity Markets and Dive Travel Mart Secretariat
- **Destination:** Metro Manila
- **No. of Pax:** 70 pax (54 Buyers and Media, 12 Dive Travel Mart Secretariat [9 DOT Buyer/Media Coordinators, 3 Exhibition Coordinators], and 4 Overseas Office/Market Representative Office Staff)
- **Date of Implementation:** September 8 to 11, 2017

Accommodation during the Expo Proper (At least 4-star Hotel Located in Ortigas)

Room Category	Quantity	Occupancy Dates
Deluxe Room	70	September 8 to 11

Transportation/Logistics during the Expo Proper

DATES	REQUIREMENTS	NOTES
September 8 to 11	Airport Transfers (NAIA to Hotel in Ortigas) for 54 pax	Passengers: Int'l buyers and media Arrival times vary
September 8 to 10	5 Vans Daily Shuttle Service (Hotel (Ortigas) to Expo Venue	Passengers: Int'l buyers and media 13 Hours Rental
September 7 to 11	2 Secretariat Van	15 Hours Rental

B. POST TOUR

- **Participants:** International buyers and media from DOT's Opportunity Markets and DOT Coordinators
- **Minimum No. of Pax per Destination:** 7 pax
- **Total No. of Pax:** 63 pax (54 Buyers and Media + 9 DOT Coordinators (1 per destination))
- **Date of Implementation:** September 11 to 15, 2017
- **Minimum Requirements per Destination**
 1. Provision of dive travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
 2. Ground arrangement for tour package (inclusive of round trip domestic airfare [30 kg baggage allowance] if applicable, terminal fees if applicable, environmental fees, marine dive fees, portage 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: 7)
 - i. Single room accommodation with full board meals for four (4) nights preferably at **Halo Anilao Dive Resort, Acacia Resort and Dive Center, or Aiyandar Beach and Dive Resort** for September 11 to 15, 2017
 - ii. Welcome dinner upon arrival at the designated resort on September 11, 2017
 - iii. Transportation:
 - 1 coaster to transfer participants from hotel in Ortigas to designated resort in Anilao on September 11, 2017
 - Land transportation for inspection of resorts around Anilao on September 12 and 13, 2017
 - 1 coaster to transfer participants from the designated resort in Anilao to the designated post-familiarization tour hotel in Manila on September 15, 2017
 - iv. Three (3) dives a day for three (3) days in **Anilao** inclusive of boat, dive equipment rental, and services of dive masters
 2. **Bohol** (Number of pax: 7)
 - i. Roundtrip domestic air tickets from Manila to Tagbilaran on September 11 and Tagbilaran to Manila on September 15, inclusive of 30 kg baggage allowance per pax;
 - ii. Single room accommodation with full board meals for four (4) nights at **Be Grand Resort Bohol, Bohol Beach Club, or The Bellevue Bohol** on September 11 to 15, 2017
 - iii. Welcome dinner upon arrival at the designated resort on September 11, 2017
 - iv. Transportation:
 - 1 coaster to transfer participants from hotel in Ortigas to NAIA on September 11, 2017;
 - 1 coaster to transfer participants from Tagbilaran Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - Land transportation for inspection of resorts around Bohol on September 12 and 13, 2017
 - 1 coaster to transfer participants from the designated resort to Tagbilaran Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017; and
 - 1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017

- v. Three (3) dives a day for three (3) days in **Bohol** inclusive of boat, dive equipment rental and services of dive masters
- vi. Guided half-day countryside tour (with DOT accredited English speaking guides) on September 15, 2017

3. Coron (Number of pax: 7)

- i. Roundtrip domestic air tickets from Manila to Busuanga on September 11 and Busuanga to Manila on September 15;
- ii. Single room accommodation with full board meals for four (4) nights at **El Rio Y Mar or Club Paradise** on September 11 to 15, 2017
- iii. Welcome dinner upon arrival at the designated resort on September 11, 2017
- iv. Transportation:
 - o 1 coaster to transfer participants from hotel in Ortigas to NAIA on September 11, 2017;
 - o 1 coaster to transfer participants from Busuanga Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - o Land transportation for inspection of resorts around Coron
 - o 1 coaster to transfer participants from the designated resort to Busuanga Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017; and
 - o 1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017
- v. Three (3) dives a day for three (3) days in **Coron** inclusive of boat, dive equipment rental and services of dive masters
- vi. Guided half-day countryside tour (with DOT accredited English speaking guides) on September 15, 2017.

4. Dumaguete (Number of pax: 7)

- i. Roundtrip domestic air tickets from Manila to Dumaguete on September 11 and Dumaguete to Manila on September 15;
- ii. Single room accommodation with full board meals for four (4) nights at **Atlantis Dive Resort, Atmosphere Resort and Spa, or Pura Vida Dive Resort** from September 11 to 15, 2017
- iii. Welcome dinner upon arrival at the designated resort on September 11, 2017
- iv. Transportation:
 - o 1 coaster to transfer participants from hotel in Ortigas to NAIA on September 11, 2017;
 - o 1 coaster to transfer participants from Dumaguete Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - o Land transportation for inspection of resorts around Dumaguete on September 12 and 13, 2017;
 - o 1 coaster to transfer participants from the designated resort to Dumaguete Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017; and
 - o 1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017.
- v. Three (3) dives a day for three (3) days in **Dumaguete** inclusive of boat, dive equipment rental and services of dive masters
- vi. Guided half-day countryside tour (with DOT accredited English speaking guides) on September 15, 2017.

5. Malapascua (Number of pax: 7)

- i. Roundtrip domestic air tickets from Manila to Cebu on September 11 and Cebu to Manila on September 15;

- ii. Single room accommodation with full board meals for four (4) nights at **Ocean Vida Beach and Dive Resort, Buena Vida Beach and Dive Resort, or Evolution Dive Resort** from September 11 to 15, 2017;
- iii. Welcome dinner upon arrival at the designated resort on September 11, 2017
- iv. Transportation:
 - o 1 coaster to transfer participants from the designated hotel in Ortigas to NAIA on September 11, 2017;
 - o 1 coaster and sea transportation for the participants from Mactan Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - o Land transfer for inspection of resorts around Malapascua on September 12 and 13, 2017;
 - o 1 coaster to transfer participants from the designated resort to Mactan Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017;
 - o 1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017.
- v. Three (3) dives a day for three (3) days in **Malapascua** inclusive of boat, dive equipment rental, and services of dive masters

6. Moalboal (Number of pax: 7)

- i. Roundtrip domestic air tickets from Manila to Cebu on September 11 and Cebu to Manila on September 15;
- ii. Single room accommodation with full board meals for four (4) nights at **Kasai Village Dive and Spa Resort or Magic Island Dive Resort** from September 11 to 15, 2017
- iii. Welcome dinner upon arrival at designated resort on September 11, 2017
- iv. Transportation:
 - o 1 coaster to transfer participants from the hotel in Ortigas to NAIA on September 11, 2017;
 - o 1 coaster to transfer participants from Mactan Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - o Land transfer for inspection of resorts around Moalboal on September 12 and 13;
 - o 1 coaster to transfer participants from the designated resort to Mactan Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017;
 - o 1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017.
- v. Three (3) dives a day for three (3) days in **Moalboal** inclusive of boat, dive equipment rental and services of dive masters

7. Puerto Galera (Number of pax: 7)

- i. Single room accommodation with full board meals for four (4) nights at **El Galleon Dive Resort or Marco Vincent Dive Resort** from September 11 to 15, 2017;
- ii. Welcome dinner upon arrival at designated resort on September 11, 2017
- iii. Transportation:
 - o Land and sea transfers from hotel in Ortigas to the designated resort in Puerto Galera on September 11, 2017;
 - o Land transfer for inspection of resorts around Puerto Galera on September 12 and 13;
 - o Land and sea transfers from the designated resort in Puerto Galera to the designated post-familiarization tour hotel in Manila on September 15, 2017.
- iv. Three (3) dives a day for three (3) days in **Puerto Galera** inclusive of boat, dive equipment rental and services of dive masters

8. Siquijor (Number of pax: 7)

- i. Roundtrip domestic air tickets from Manila to Dumaguete on September 11 and Dumaguete to Manila on September 15;
- ii. Single room accommodation with full board meals for four (4) nights at **Salamangka Beach Resort and Dive Shop or Coco Grove Beach Resort** from September 11 to 15, 2017
- iii. Welcome dinner upon arrival at designated resort on September 11, 2017
- iv. Transportation:
 - a.1 coaster to transfer participants from the hotel in Ortigas to NAIA on September 11, 2017;
 - b. Land and sea transfers from Dumaguete Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - c. Land transfer for inspection of resorts around Siquijor on September 12 and 13;
 - d. Land and sea transfers from the designated resort to Dumaguete Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017;
 - e.1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017.
- v. Three (3) dives a day for three (3) days in **Siquijor** inclusive of boat, dive equipment rental and services of dive masters
- vi. Guided half-day countryside tour (with DOT accredited English speaking guides) on September 15, 2017

9. Southern Leyte (Number of pax: 7)

- i. Roundtrip domestic air tickets from Manila to Tacloban on September 11 and Tacloban to Manila on September 15;
- ii. Single room accommodation with full board meals for four (4) nights at **Sogod Bay Scuba Resort or Southern Leyte Divers** from September 11 to 15, 2017
- iii. Welcome dinner upon arrival at designated resort on September 11, 2017
- iv. Transportation:
 - a.1 coaster to transfer participants from the hotel in Ortigas to NAIA on September 11, 2017;
 - b. Land transfers from Tacloban Airport to the designated resort that can comfortably accommodate the passengers, including dive bags/luggage on September 11, 2017;
 - c. Land transfer for inspection of resorts around Southern Leyte on September 12 and 13;
 - d. Land transfers from the designated resort to Tacloban Airport that can comfortably accommodate the passengers, including dive bags/luggage on September 15, 2017;
 - e.1 coaster to transfer participants from NAIA to the designated post-familiarization tour hotel in Manila on September 15, 2017.
- v. Three (3) dives a day for three (3) days 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 from DOT's Opportunity Markets and Dive Travel Mart Secretariat
- **Destination:** Metro Manila
- **No. of Pax:** 63 pax
- **Date of Implementation:** September 15 to 16, 2017

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

Room Category	Quantity	Occupancy Dates
Deluxe Room	63	September 15 to 16

Meals

- Dinner at the designated hotel's restaurant for 63 pax on September 15, 2017, upon arrival from the airport

Transportation/Logistics during the Expo Proper

September 14	1 Secretariat Van	10 Hours Rental
September 15	2 Secretariat Van	10 Hours Rental
September 16	1 Secretariat Van	10 Hours Rental
September 15 to 16	Airport Transfers (Hotel in Manila to NAA) for 54 pax	Passengers: Int'l buyers and media Departure times vary

VI. BUDGET

Particulars	Budget (PHP)
Accommodation (Expo Proper)	1,260,000.00
Transportation	434,500.00
Post Familiarization Tours and Accommodation (Post-Tour Second Call)	3,934,000.00
GRAND TOTAL	5,628,500.00

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 Persons : **CELSTINE JOYCE T. SY**

Address : Market Development Group
5th Floor, DOT Building
351 Sen Gil Puyat Avenue, Makati City

Contact Number: 459-5200 local 520/522

Email Address : phdiveteam@gmail.com