

TERMS OF REFERENCE

- I. **BIDDER** : Tour Operator
- II. **PROJECT TITLE** : **Cultural Food and Gastronomy Audit and Caravan of Bulacan, Pampanga and NCR**
1. February 8 – 11, 2021 (Audit run / 5 pax)
2. February 22 – 25, 2021 (Caravan / 10 pax)

III. PURPOSE/OBJECTIVES

The Philippine Department of Tourism (PDOT) is in need of the services of a DOT-accredited local tour operator engaged in the business of providing ground handling services – tourist transport services, accommodations, meals, culinary tours, tour guiding services, etc. for the conduct of Cultural Food and Gastronomy tourism audit run and caravan to Bulacan, Pampanga and NCR

The objectives of the Cultural Food and Gastronomy audit and caravan to these destinations are the following:

1. Integrate “fun and enjoyment” with authentic Filipino cultural food and gastronomy experiences in discovering Philippine destinations, and introduce cultural food and gastronomy tourism products for the domestic and international markets.
2. Develop food and farm tourism products with authentic cultural experiences to support sustainable tourism and support the Department’s Domestic Tourism Promotions Program (to help reboot tourism activities in MGCQ areas);
3. Support regional food tourism stakeholders by providing a venue for them to:
 - a. Generate awareness and demand for their products and services;
 - b. Develop and enhance their skills and capabilities in re-imagining food tourism products and 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 experience in conducting food and gastronomy tours or food tourism tours within the last 2 years; submission of existing food and gastronomy packages will be an advantage;
- D. Provision of group travel insurance in case of emergency, trip cancellation or emergency trip termination
- E. Ground arrangement for tour package (tourist transport services with social distancing considerations, single occupancy accommodations, toll and entrance fees, environmental fees, guided tours and special culinary demonstrations / activities, full board meals, and other related services)
- F. Provision of participant’s guidebook
- G. Provision of tour coordinator to assist guests throughout the travel period
- H. Provision of hygiene kits and first aid kits for each participant
- I. Provide an extended / longer option dates (without penalties or price increase) and option for re-booking of actual (audit and caravan) tour dates and cancellation (without penalties)

V. SCOPE OF WORK

A. Tourist Transport Services:

Audit Run: 5 DOT representatives

Transport requirements: 1 van with driver / 1 tour coordinator / all toll, parking and entrance fees

Tour length: 3 days / 2 nights + 1 whole day tour

Day	Route / Destinations to be visited	Remarks
1	Manila – Bulacan – Pampanga	Tour of Bulacan and Pampanga’s iconic food tourism routes and sites

2	Pampanga and environs	Tour of Pampanga's iconic food tourism routes and sites
3	Pampanga – Manila	Run through the Old Manila Filipino Food Crawl and segments of the Metro Yummy Picks
4	Whole-day Manila Food Tour	Run through the Escolta – Guadalupe – Makati – Pasig food and bar crawl

Caravan: 10 pax

Transport requirements: 3 vans with drivers / 1 tour coordinator / toll, parking and entrance fees

Tour length: 3 days / 2 nights + 1 whole day tour (same itinerary as above)

B. Accommodations:

Accommodations on the following dates inclusive of daily breakfast:

Date	Hotel	Room Occupancy	Quantity of Rooms (Audit)	Quantity of Rooms (Caravan)
Day 1	Must be a DOT accredited, at least 2-star hotel or equivalent, in Pampanga	Single	5	10
Day 2	Must be a DOT accredited, at least 2-star hotel or equivalent, in Pampanga	Single	5	10
Day 3	None	N/A	N/A	N/A
Day 4	None	N/A	N/A	N/A

C. Meals (Please see attached itinerary)

c.1.Meals during audit run:

Date	Type	No. of Pax	Remarks
Day 1 to 4	Lunch	5	Set lunch with 1 round of drinks and bottled water
Day 1 to 4	Dinner	5	Set dinner with 1 round of drinks and bottled water

c.2. Meals during caravan:

Date	Type	No. of Pax	Remarks
Day 1 to 4	Lunch	10	Set lunch with 1 round of drinks and coffee or tea
Day 1 to 4	Dinner	10	Set dinner with 1 round of drinks and coffee or tea

D. Tours: For both audit run and caravan

1. Guided tours, food and cultural experience as indicated in the itinerary

All tours should provide for:

1. English-speaking local guide, preferably with knowledge and experience with local or regional cuisine as indicated in the itinerary
2. Parking, entrance, toll and other fees
3. Refreshments and cold towels inside the vehicle

E. Others: For both audit run and caravan

1. Group travel Insurance for tour participants covering the tour dates
2. Provision of hygiene kits and first aid kits

VI. BUDGET: Audit run and caravan combined

Particulars	Budget (PHP)	Remarks
Tourist transport services, accommodations, meals, guided tours, food and cultural experiences, other related activities; travel insurance (group), parking, toll, entrance, miscellaneous, RT-PCR testing, health and hygiene kits, and all other fees	Php 627,510.00	All-inclusive and based on approved budget
GRAND TOTAL	Php 627,510.00	

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 the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

VII. CONTACT PERSON(S)

Contact Person(s) :

Address :

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