

TERMS OF REFERENCE

1. PROJECT TITLE: ROUTES ASIA 2019 PRE-EVENT TOURS, HOSTED AIRLINE AND CHARTER OPERATORS PROGRAM AND TRANSPORTATION REQUIREMENTS

I. BACKGROUND:

Recognizing the important role of Route Development in increasing tourism demand through the generation of new air services, the Philippine Department of Tourism (DOT), together with the Mactan Cebu International Airport Authority will be hosting Routes Asia 2019. Routes Asia forms the essential event for all aviation based companies who wish to conduct business to, from and within the region. Bringing together a range of airlines, airports and tourism authorities, including some of the largest carriers from the whole Asian region, this provides an opportunity to meet with some of the most influential aviation professionals from across the world.

Part of the events are to provide a complementary tour, hosted airline and charter operators program for which aims to bring the executives of the DOT's target airlines and charter operators to various destination in Bohol and Cebu for the possibility of developing new routes and direct air connectivity to showcase the various destination of Cebu and Bohol, and the transportation service for the delegates.

SCOPE OF SERVICES

1. Provide ground handling services for the pre-event tours;
2. Handle three (3) separate itineraries on March 9, 2019 (see detailed proposed itinerary below);
3. Provide print outs of the details of each itinerary and information about Cebu and Bohol;
4. Documentation of each tour (videos and photos) to be given after the event in a USB or online link;
5. Actual tour simulation for 10pax five (5) days after the issuance of Notice to Proceed.

I. Ground handling services for the Pre-Event Tours

Tour 1: Heritage City Tour of Cebu (40pax per batch, total of 80pax)

March 9, 2019 – Morning and Afternoon

Inclusions:

Transfers

DOT Accredited Tour guide

Snacks and water

Giveaway – Loot bag, travel kit with alcohol, wet and dry tissues inside, candies, and Shirts with collar (Color - Red with "Routes Asia 2019" logo (size: 4 inches) at the front upper left side).

Itinerary:

0830H / 1430H Pick-up at the official hotels

0900H-1100H / City Tour of Cebu

1500H-1700H

1130H / 1730H ETA at the official hotels

Tour 2: Mactan Island Hopping Tour (40pax)

March 9, 2019 – whole day

Inclusions:

Transfers (Bus and Boat)

DOT Accredited Tour guide (Land and Boat)

Lunch, snacks and drinks

Towels

Giveaway – Loot bag, travel kit with alcohol, wet and dry tissues inside, candies, Snorkeling gears and Shirts with collar (Color - Red with “Routes Asia 2019” logo (size: 4 inches) at the front upper left side).

Itinerary:

0830H	Pick-up at the official hotels to Mactan Island
0930H	Boat ride from Mactan Island Islang hopping
1230H	Lunch
1400H	Boat ride to Mactan Island
1500H	Transfer from Mactan Island to official hotels
1600H	ETA at the official hotels

Tour 3: Bohol Countryside Tour (40pax)

March 9, 2019 – whole day

Inclusions:

Transfers (land and boat)

DOT Accredited Tour guide

Lunch, snacks and drinks

Giveaway – Loot bag, travel kit with alcohol, wet and dry tissues inside, candies; design of the bag: tarsier or chocolate hills and Shirts with collar (Color - Red with “Routes Asia 2019” logo (size: 4 inches) at the front upper left side).

Itinerary:

0700H	Pick-up at the official hotels to port of Cebu
0800H	Ferry ride to Tagbilaran (Bohol)
1000H	ETA in Tagbilaran (Bohol) port Countryside tour (Chocolate Hills, Tarsier Sanctuary)
1230H	Cruise in Loboc River Lunch
1430H	Proceed to Tagbilaran port
1520H	Ferry ride to Cebu
1720H	ETA in Cebu City port
1800H	ETA at the official hotels

II. Ground handling services for the Hosted Airline and Charter Operators Program

SCOPE OF SERVICES

1. Provide ground handling services for the hosted airline and charter operators program
2. Provide print outs of the details of the itinerary and information about Bohol;
3. Documentation of the tour (videos and photos) to be given after the event in a USB or online link;
4. Actual tour simulation for 7pax on January or February 2019 (depending on the schedule of the organizers-UBM)

Bohol Adventure Tour on March 9-10, 2019

Expected number of participants: 15pax (mix of airlines, charter operators, UBM, DOT and ground handler)

Inclusions:

- VIP transfer from Cebu to Bohol via two (2) sea planes
- VIP welcome reception
- Countryside tour
- River cruise with lunch for 15pax
- Special beachfront dinner on March 9, 2019 for 15pax
- 5-star resort accommodation in Panglao, Bohol
- One-hour full body massage for airline executives, charter operators and UBM only

- Meals for the duration of the event for 15pax

Itinerary: subject to change

March 9

0800H Pick-up from the official hotel
 0830H Sea plane from Cebu to Bohol
 0850H ETA in Bohol
 0900H Countryside tour (Chocolate Hills, Tarsier Sanctuary)
 1200H Loboc River Cruise
 Lunch
 1400H Check-in at the resort
 Private time
 Option to have the massage
 1800H Special dinner
 After dinner - option to have the massage

March 10

0800H Breakfast
 0900H Check-out from the resort
 Site visit to Bohol International Airport
 Back to resort
 Sea plane to Cebu
 Proceed to official hotels

III. Ground handling services for Transportation Requirements

Part of the event is to provide complimentary transportation for the delegates.

SCOPE OF SERVICES

TRANSPORTATION REQUIREMENTS

DATE	TIME	ROUTE	REQUIREMENT
Airport Transfers			
March 8-9, 2019 (Friday-Saturday)	0100H-1000H	Airport to 4 Official Hotels	2 buses on standby (to operate every hour or depending on arrival)
	1100H-0000H	Airport to 4 Official Hotels	3 buses on standby (to operate every hour or depending on arrival)
March 10, 2019 (Sunday)	0100H-1800H	Airport to 4 Official Hotels	2 buses on standby (to operate every hour or depending on arrival)
March 12, 2019 (Tuesday)	1530H-1830H	Waterfront Hotel Convention Center to Airport	2 buses on standby (to operate every hour or depending on departure)
March 12, 2019 (Tuesday)	1830H-0000H	4 Official Hotels to Airport	3 buses on standby (to operate every hour or depending on Departure)
March 13, 2019 (Wednesday)	0400H-0000H	4 Official Hotels to Airport	3 buses on standby (to operate every hour or depending on Departure)
Intra Event Transfers			
March 10-12, 2019 (Sunday-Tuesday)	0700H-0900H	3 Official Hotels to Waterfront Hotel Convention Center	5 buses per official hotel = total of 10 buses -To operate every 30mins or depending on the movement of the delegates

	1600H-1700H	Waterfront Hotel Convention Center to 3 Official Hotels	5 buses per official hotel = total of 10 buses -To operate every 30mins or depending on the movement of the delegates
	0900H-1600H	Waterfront Hotel Convention Center to 3 Official Hotels or any point in Cebu City	1 van on standby for emergency use
Welcome Reception and Networking Dinner			
March 10, 2019 (Sunday)	1700H	4 Official Hotels to The Tent at Mandani Bay Mandaue City	5 buses per official hotel = total of 15 buses
	1730H	4 Official Hotels to The Tent at Mandani Bay Mandaue City	5 buses per official hotel = total of 15 buses
	2000H	The Tent at Mandani Bay Mandaue City to 4 Official Hotels	5 buses per official hotel = total of 15 buses
	2030H	The Tent at Mandani Bay Mandaue City to 4 Official Hotels	5 buses per official hotel = total of 15 buses
March 11, 2019 (Monday)	1830H-2330H	3 Official Hotels to Radisson Blu Hotel	5 buses per official hotel = total of 10 buses -To operate every 15 mins or depending on the movement of the delegates
	1830H-2330H	Radisson Blu Hotel to 3 Official Hotels	5 buses per official hotel = total of 10 buses -To operate every 15 mins or depending on the movement of the delegates
Secretariat and UBM Transfers (Host and Organizers)			
March 6-13, 2019 (Wednesday-Wednesday)	0700H-2300H	To any point in Cebu City	1 coaster (DOT-TWG)
	0700H-2300H	To any point in Cebu City	1 van (for UBM organizers)
VIP Airport Transfers			
March 8-10 (Friday-Sunday) and 12-13, 2019 (Tuesday-Wednesday)		Official Hotels to Airport	5 vans on standby (depending on the arrival and departure of the VIP guests)

Note: Include Routes Asia logo signage / tarpaulin on the vehicles (sides and front)

II. TECHNICAL ELIGIBILITY REQUIREMENTS

1. Must be Filipino owned, operated and legally registered Travel Agency / Tour Operator under Philippine laws;
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS);
3. Travel Agency / Tour Operator team members must have minimum of 3 years' experience in organizing large-scale events and tours; must submit list of large-scale local tour programs handled in the past and list of current ongoing/forthcoming projects;
4. Must have the necessary skills and manpower support to implement the project;

5. Must be willing to provide services on send-bill arrangement
6. DOT Accredited Tour Operator / Travel Agency

Bid Price Ceiling is Three Million Five Hundred Seventy Thousand Pesos Only **Php 3,570,000.00** inclusive of all applicable taxes

For particulars, please contact:

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