

## TERMS OF REFERENCE

- I. **BIDDER** : Tour Operator
- II. **PROJECT TITLE** : **Slow Food, Slow Travel Audit and Food Tourism Caravan**  
1. January 14 – 19, 2021 (Audit run / 4 pax)  
2. January 26 – 31, 2021 (Caravan / 15 pax)  
Baguio, Mountain Province, Vigan, La Union, Pangasinan, Tarlac, Pampanga

### 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 the Slow Food, Slow Travel audit and caravan to slow food destinations and communities in Regions I, III and CAR.

The objectives of the Slow Food, Slow Travel audit and caravan to these destinations are the following:

1. Conduct an inventory of the slow food communities in the said regions, validate the sustainable practices, activities and community interactions, and review their alignment with the internationally-accepted 'slow food, slow travel' ideals and concepts;
2. Conduct a pilot caravan to the identified slow food communities with the goal of developing 'Slow food, Slow Travel' modules in coordination with the following partners – Slow Food Manila, Slow Food Youth Movement, select tour operators from PHILTOA and TCP that can be sold to select niche domestic and international tourist markets

### 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 RT – PCR tests and group travel insurance for each participant 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, tours and special culinary demonstrations / activities, full board meals and snacks, 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 health kits, first aid medical kit and mosquito repellent sprays for each of the participants
- 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: 4 DOT representatives**

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

**Tour length: 6 days / 5 nights**

Day	Route / Destinations to be visited	Remarks
1	Manila – Baguio – Tublay, Benguet – Baguio	With running tour of Baguio's iconic sites and farm experience / activity in Tublay

2	Baguio – Trinidad Valley – Atok – Buguias	Activities: Sunrise viewing, flower farm visits and cultural immersion / presentation
3	Buguias – Bauko – Buguias or Sagada	Breakfast at Bauko Catholic School to view Grand Canyon, visit to farm sites or artisan center, cultural immersion
4	Buguias or Sagada – Cervantes – San Juan (La Union)	Local immersion to experience food and gastronomy of Ilocos – Organic coffee, Halo-halo de Iloko, etc., visit Poro Point
5	Poro Point – Bauang – Lingayen, Pangasinan	Visit LU grape farm, cultural immersion in Lingayen – Aquaculture, bagoong fermentation, local delicacies
6	Lingayen – Angeles City – Manila (Arrive in Manila by 6pm)	Visit sites and culinary tour of Angeles, Pampanga or Puning River Adventure

**Caravan: 15 pax**

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

**Tour length: 6 days / 5 nights (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)
<b>Day 1</b>	Must be a DOT accredited, at least 2-star hotel or equivalent, in Baguio	Single	4	15 Rooms
<b>Day 2</b>	Must be a DOT accredited, at least 2-star hotel or equivalent, in Buguias	Single	4	15 rooms
<b>Day 3</b>	Must be a DOT accredited, at least 2-star hotel or equivalent, in Buguias or Sagada	Single	4	15 Rooms
<b>Day 4</b>	Must be a DOT accredited, at least 2-star hotel or equivalent, in La Union	Single	4	15 rooms
<b>Day 5</b>	Must be a DOT accredited, at least 2-star hotel or equivalent, in Lingayen	Single	4	15 rooms

C. Meals (Please see attached itinerary)

#### **c.1.Meals during audit run:**

Date	Type	No. of Pax	Remarks
Day 1 to 6	Lunch	4	Set lunch with 1 round of drinks and bottled water
Day 1 to 5	Dinner	4	Set dinner with 1 round of drinks and bottled water

#### **c.2. Meals during caravan:**

Date	Type	No. of Pax	Remarks
Day 1 to 6	Lunch	15	Set lunch with 1 round of drinks and coffee or tea
Day 1 to 5	Dinner	15	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. RT-PCR testing for all tour participants
2. Group travel Insurance for tour participants covering the tour dates
3. Provision of mosquito repellent sprays, hygiene kits and first aid kits

**VI. BUDGET: Audit run and caravan combined**

<b>Particulars</b>	<b>Budget (PHP)</b>	<b>Remarks</b>
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	<b>Php 996,700.00</b>	All-inclusive and based on approved budget
<b>GRAND TOTAL</b>	<b>Php 996,700.00</b>	

***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)**

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