

TERMS OF REFERENCE

I. PROJECT: Familiarization Tour for Turkish Agents

II. BACKGROUND:

Group Name	:	Familiarization Tour for Turkish Agents
No. of Pax	:	17 pax + 1 DOT rep
Date/Period Covered	:	October 20 to 26, 2017
Destinations	:	Manila/Tagaytay/Pagsanjan/Coron/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 Turkish Agents. The project is aimed at attaining the following objectives:

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

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from the Mediterranean area;
- c) Has actual experience in handling travel trade groups;
- d) Willing to provide services on send-bill arrangement.

V. SCOPE OF WORK/DELIVERABLES

- 1) Transportation service requirements including:
 - a. Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:
 - i. 2:30 PM flight from Manila to Busuanga – October 23 (18 pax)
 - ii. 10:00 AM flight from Busuanga to Manila – October 26 (18 pax)
 - b. Airport hotel transfer – based on 1a above and upon arrival/departure from Manila
 - c. Transportation for the tours
- 2) Cover all accommodations on single occupancy basis (with complimentary breakfast) in the following establishments in the following destinations on the following dates:
 - a. October 20 to 22 (3D/2N) – any 5-star/deluxe serviced-apartment/apartelle in Makati CBD (17 deluxe rooms)
 - b. October 22 to 23 (2D/1N) – any 5-star/deluxe hotel in Tagaytay (18 deluxe rooms)
 - c. October 23 to 26 (4D/3N) – any 5-star/deluxe beach-front resort in Coron (18 deluxe rooms)

- 3) Guided tours to include guide fees of DOT-accredited local guides, entrance fees and service charges to include the following activities:
 - a. Half-day Intramuros Jeepney Tour on October 21
 - b. Pagsanjan Falls Tour on October 22
 - c. Coron Town Tour on October 24
 - d. Coron Island Tour on October 25
- 4) Ocular inspection of various hotel/resort in Coron on October 24 and 25
- 5) Meal requirements for 18 pax from October 20 to 26, 2017
- 6) Requirements for the Business-to-Business meeting on October 21 (1400H – 1700H):
 - a. Venue (preferably at the hotel where the guests are billeted)
 - b. Afternoon snacks (good for 45 pax)
 - c. Free-flowing coffee and tea
 - d. Cocktails
- 7) Submission of the following documents upon completion of the project for facilitation of payment:
 - a. Air tickets, terminal fee receipts and boarding passes of the guests
 - b. Original hotel receipt and hotel manifest
 - c. Original trip tickets of land transfer (coaster, van, etc.)
 - d. Detailed report of the project with photo documentation
- 8) Finalization of itinerary.

VI. BUDGET

Total estimated budget is P 1,596,477.80

VII. PROJECT OFFICER/CONTACT PERSON:

Francisco M. Lardizabal / Marjorie B. Quiaoit
Tel: 459-5200 local 523 / 502
Mobile: 0998-592-5767 / 0905-228-1916
Email: fmlardizabal@gmail.com; quiaoit.marjorie@gmail.com

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.