

TERMS OF REFERENCE

I. PROJECT: DOT-Etihad Airways familiarization trip for Kingdom of Saudi Arabia (KSA) agents

II. BACKGROUND:

Group Name: Familiarization trip for Kingdom of Saudi Arabia agents
Total no. of pax: 12 pax
9 agents, 1 airline rep, 1 DOT Market rep and 1 DOT rep
Date/Period
Covered: November 7 to 16, 2017
Destinations: Manila /Coron / Boracay / Manila

III. PURPOSE/OBJECTIVES

The Department of Tourism is in need of the services of a DOT-accredited 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 trip for KSA agents. The project is aimed at attaining the following objectives:

1. To sustain a strong presence in the identified opportunity markets and introduce new properties and destinations to invited travel trade executives from KSA;
- 2.
3. The familiarization trip will be able to provide a venue for the Philippine private sector partners to establish direct business linkages with KSA agents to develop specific tour packages to the Philippines;

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be a DOT-accredited tour operator;
- b) Has actual experience in handling travelers from the abovementioned areas;
- c) Has actual experience in handling travel trade groups;
- d) Willing to provide services on send-bill arrangement (60 days).

V. SCOPE OF WORK/DELIVERABLES

- 1) Transportation service requirements including:
 - a. Domestic airline tickets inclusive of terminal fee and 20 kilos baggage allowance:
 - i. 8:40am flight from Manila to Busuanga – Nov. 8 (12 pax)
 - ii. 9:50am flight from Busuanga to Manila – Nov. 10 (12 pax)
 - iii. 3:15pm flight from Manila to Caticlan – Nov. 10 (12 pax)
 - iv. 12:45pm flight from Caticlan to Manila – Nov. 12 (12 pax)
 - b. Airport hotel transfer – based on the above and upon arrival/departure from Manila; with provision for luggage van
 - c. Transportation for the tours
- 2) Cover all accommodations on single occupancy basis (with breakfast) in the following establishments in the following destinations on the following dates:
 - a. Nov. 7 (overnight) – any 5-star / deluxe serviced-apartment / hotel in Makati CBD or Bonifacio Global City (33 deluxe rooms)
 - b. Nov. 8-10 (3D/2N) – any 4-star / deluxe beachfront resort in Coron (12 deluxe rooms)
 - c. Nov. 10-12 (3D/2N) – any 5-star / deluxe beachfront resort in Boracay (12 deluxe rooms)

- 3) Guided tours to include one English-speaking tour guide, guide fees for DOT-accredited local guides, entrance fees and service charges to include the following activities:
 - a. Coron Island tour on November 9
 - b. Coron Town Tour on November 9
- 4) Ocular inspection of various hotels/resorts in Manila, Coron and Boracay as indicated in the famtrip dates
- 5) Full board meals for 12 pax from November 7 to 16, 2017
- 6) Requirements for the Business-to-Business meeting on November 14 (1400H – 1800H):
 - a. Venue (preferably at the hotel where the guests are billeted)
 - b. Afternoon snacks (good for 25-30 pax)
 - c. Free-flowing coffee and tea
 - d. Cocktails after the networking session (for 15-20 people)
- 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 (or signed hotel folio)
 - 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

Estimated budget: Php 2,217,756.12

VII. PROJECT OFFICER/CONTACT PERSON:

Mr. Stalingrad Samson
Tel: 459-5200 local 504
Mobile: 09055181057
Email: dot.middleeast@gmail.com

***Note:** Cost of items in quotation should be broken down.*

VIII. PAYMENT PROCEDURE

Processing of payment shall be initiated upon submission of the winning bidder of the required documents to support payment (No.V, item 7), 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.