

TERMS OF REFERENCE

I. PROJECT TITLE: MADRID FUSION MANILA FAMILIARIZATION TRIP FOR JOURNALISTS AND BLOGGERS FROM SWITZERLAND

II. BACKGROUND

In line with the Madrid Fusion Manila event that will take place in the Philippines, the Philippine Department of Tourism – Frankfurt Office will be hosting a familiarization trip for a group of Swiss journalists and bloggers, highlighting the topics of gastronomy, lifestyle, and Philippine design in Manila, Bohol, and Cebu.

- No. of people on tour : Total of eight (8) pax
- Date of famtrip : April 7-14, 2017

III. PURPOSE/OBJECTIVES

To handle ground arrangements for Swiss media group

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

1. Must be DOT accredited
2. Tour operators / ground handlers must specialize in the handling of media famtrips, as well as the European market
3. Willing to provide services on a send bill arrangement
4. Must be willing to negotiate/solicit sponsorships of services / tour requirements with hotels, resorts and related suppliers

V. SCOPE OF DELIVERABLES

Provide the following:

- Hotel accommodation that is market appropriate in 4-5 Star Hotels/Resorts or its equivalent, single rooms for each participant
- Guided tours
- Meals
- Accommodation (single room)
- Transportation (air/land/sea)
- Terminal fees
- Comprehensive travel insurance (accidents, loss of luggage and other personal belongings, etc.)

- Daily meals
- Services of an English-speaking guide
- Documentation of the tour (pictures and/or video)
- Other related activities

NOTE : Attached is the tentative tour itinerary reflecting further details on the scope of deliverables

VI. BUDGET

Total estimated budget is USD 17,000.00

Bidders are required to submit detailed breakdown of all package components. Prices quoted should be adjusted if able to get sponsorship/special rates. Likewise, adjustments on the cost must also be made in the event that there is a decrease in the number of participants and change of program or activities in the itinerary.

Bids should be submitted on or before March 31, 2017 (Friday)

The winning bid shall be determined based on the proposal with the most advantageous financial cost, appropriate product and service quality, and provided that the amount of the bid does not exceed the total budget of the project.

Should there be a need for additional services, this will be subject to a separate budget and budget.

VII. CONTACT PERSON

Project Officer Contact Details

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