

## TERMS OF REFERENCE

- I. BIDDER : Tour Operator
- II. PROJECT TITLE : Familiarization Trip for Media From Germany
- III. PURPOSE/OBJECTIVES  
The Philippine Department of Tourism (PDOT) is in need of services of a local tour operator or travel agency in the Philippines engaged in the business of providing domestic air tickets, tours, and ground handling services.
- IV. MINIMUM REQUIREMENTS :
- A. Must be a tour operator/ ground-handler accredited by the PDOT
  - B. Must be willing to provide services on send – bill arrangement
  - C. Must specialize in the handling of media famtrips, as well as the European market
  - D. Provision of travel and accident insurance for each participant in case of emergency trip cancellation or emergency trip termination
  - E. Ground arrangement for tour package (inclusive of round trip international and domestic airfare with 30 kg baggage allowance, terminal fees, environmental fees, portorage fees, roundtrip airport transfers with luggage provisions, tours, single/twin sharing accommodation, and full board meals)
  - F. Provision of participant’s guidebook
  - G. Provision of airport representatives to assist guests upon arrival and departure in airport
  - H. Provision of first aid medical kit for the participants
- V. SCOPE OF WORK
- A. Flight Requirements  
International and domestic air tickets with the following routes:

Number of Pax	Proposed Date	Route	Proposed Flight Number	ETA
<b>Group 1 (Media Group)</b>				
5	November 2, 2022	GERMANY -IST-MNL*	TK1594 1810H-2310H TK 84 0215H–1810H	1810H (November 3, 2022)
5	November 7, 2022	MNL-TAG	PR 2773 0850H-1120H	
5	November 10, 2022	TAG-MNL	PR 2774 1200H-1330H	
5	November 10, 2022	MNL-IST-GERMANY*	TK 85 2220H – 0610H (+1) TK 1591 1245H – 1400H	1400H (November 11, 2022)
<b>Group 2 (Influencer + Photographer)</b>				
2	December 26, 2022	GERMANY -IST-MNL*	TK1594 1810H-2310H TK 84 0215H–1810H	1810H (December 27, 2022)
2	December 29, 2022	MNL-CEB	PR 1849 1020H-1145H	

2	January 2, 2023	CEB-ENI	T6336 1515H-1655H	
2	January 5, 2023	ENI-MNL	T6121 0810H-0940H	
2	January 13, 2023	MNL-IST-GERMANY*	TK 85 2220H – 0610H (+1) TK 1591 1245H – 1400H	1400H (January 14, 2023)

\*Dates and flights are subject to changes depending on the availability and point of entry of the participants and the overall itinerary. Kindly note that all participants will come from Germany.

#### B. Accommodation

Accommodations on the following dates:

Date	Hotel	Room Type	Quantity of Rooms
Group 1:			
November 3, 2022 and November 6, 2022	4-5 star DOT Accredited hotel in Metro Manila	Single	5 Rooms
November 4-5, 2022	Banaue Hotel and Youth Hostel or other DOT Accredited Hotel	Single	5 Rooms
November 7-10, 2022	4-5 star DOT Accredited resort in Bohol	Single	5 Rooms
Group 2:			
December 27-29, 2022	4-5 star DOT Accredited hotel in Metro Manila, near Rizal	Single	2 Rooms
December 29 2022- January 2, 2023	4-5 star DOT Accredited hotel/resort in Cebu	Single	2 Rooms
January 2-5, 2023	4-5 star DOT Accredited Ecoresort in El Nido	Single	2 Rooms

#### C. Meals

Breakfast, lunch, and dinner (According to the number of participants) in all the destinations within the prescribed dates. The restaurants shall be determined by the most advantageous cost and culturally appropriate themes covering the Filipino brand of service, sustainability, slow food, farm-to-table concepts, and restaurants with accolades, if any. Please include addition 8 pax for the dinner on November 6, 2022.

#### D. Transportation

Provision of transportations (air/land/sea) with driver in all the destinations within the prescribed dates.

#### E. City Tour

Provision of English-speaking coordinator from the company and English-speaking guides in every tour. See proposed itinerary for the suggested coverage.

## VI. BUDGET

Particulars	Budget (EUR)	Remarks
Flight Requirements Accommodation Transportation Meals Guided City Tour	26,000 EUR	Based on approved budget (Please indicate your budget in PHP with EUR equivalent)
GRAND TOTAL		

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 most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

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 September 14, 2022 (Wednesday).

## VII. DOCUMENTARY REQUIREMENTS

1. Signed Terms of Reference
2. Proposal
3. Company registration documents and appropriate licenses
4. Latest Tax clearance
5. Company portfolio containing similar projects

## VIII. TERMS AND CONDITIONS

1. The DOT Frankfurt reserves the right to terminate the services of the winning bidder should any part of the deliverables be unsatisfactory.

2. Subject to the assessment by the DOT Frankfurt, as to the performance of the company for its production of the marketing collateral, the services of the selected company may be re-contracted to implement supplemental projects, subject to additional budgets and a separate agreement.

## VIII. PAYMENT PROCEDURES

1. Payment may be done in tranches after the completion of each trip. Amount for billing must correspond to the finished trip. The invoice must be sent to the PDOT Frankfurt along with the supporting documents.
2. Required supporting documents for payment:
  - Original copy of signed contract
  - Original copy of invoice following signed contract
  - Original boarding passes of all the flights and flight tickets
  - Guest folio of the hotels
  - Photo documentation
  - Other proof of expenses

IX. CONTACT PERSON

Contact Person : JAMILLE FRANCINE A. CONCEL  
Operations Officer  
Address : PDOT Frankfurt  
Kaiserhofsstrasse 7  
60313, Frankfurt am Main  
Germany  
Email Address : [jamille@morefunphilippines.de](mailto:jamille@morefunphilippines.de)

Signed by Proponent:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Company Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Germany – Media Familiarization Trip Group 1 (5 pax) Manila – Banaue - Bohol November 2 – 11, 2022		
DATE	ACTIVITY	REMARKS
November 2, 2022	Departure from Frankfurt or other cities	Flight via TK
November 3, 2022	Arrival in Manila Check-in Hotel in Manila Manila Tour	
November 4, 2022	Travel to Banaue	Via Van Hire or Coaster
November 5, 2022	Banaue Tour – Rice terraces, weaving communities, Hiwang village, Batad village, visit Kalinga tattoo artists etc.	
November 6, 2022	Return to Manila Manila Tour/ Shopping in the afternoon Dinner with our featured young entrepreneurs in our Independence day press release at preferably Toyo Eatery (Billie Dumaliang, Raf Dionisio, Gab Mejia, Jenica Dizon, and Cat Triviño)	
November 7, 2022	Travel to Bohol	Stay in resort practicing sustainable tourism (preferably Amorita Beach Resort)
November 7-10, 2022	Chocolate hills, bohol bee farm, Ube Halaya making, snorkelling in Balicasag or Alona Beach, salt making (tibuok) and pottery production, Tarsier conservatory, Loboc river, shopping etc.	
November 10, 2022	Travel to Manila Travel to Frankfurt or other cities	Via PAL
November 11, 2022	Arrival in Frankfurt or other cities	Flight via TK

Germany – Media Familiarization Trip Group 2 (2 pax) Manila – Rizal – Cebu – El Nido December 26, 2022 – January 14, 2023		
DATE	ACTIVITY	REMARKS
December 26, 2022	Departure from Frankfurt	Flight via TK/China Airlines
December 27, 2022	Arrival in Manila Manila Tour	
December 28, 2022	Masungi Georeserve Rizal Tour	Legacy Trail
December 29, 2022	Depart Manila for Cebu Cebu City Tour	Flight via PAL
December 30 – January 1, 2023	Stay in Cebu	Canyoneering, sun and beach, hiking, hot springs, visit to weaving communities
January 2, 2023	Cebu to El Nido	Flight via Airswift

January 2-4, 2023	Stay in an Ecoresort	Visit communities nearby, see sustainable practices of the island
January 5, 2023	Depart El Nido for Manila Depart Manila	Flight to Manila via Airswift
January 6 – 13, 2023	Siargao and Boracay	On pax account
January 13, 2023	Return to Manila (on pax account) Manila to Frankfurt	Flight via TK/China Airlines
January 14, 2023	Arrival in Frankfurt	

*\*Subject to changes*