



## **TERMS OF REFERENCE**

### **I. PROJECT TITLE: Nordics Press Trip (June 15 to 21, 2016)**

**II. OBJECTIVE:** The press trip is aimed at generating features and imagery of the Philippines for release in Nordic market.

### **III. DELIVERABLES AND GUIDELINES**

A. PDOT-London needs the services of a DOT-accredited destination management company / tour operator that will be able to deliver the following:

1. A comprehensive program / itinerary for seven (7) persons that will cover the destinations and activities in the attached draft program.
2. All ground arrangements including:
  - Hotel accommodations – single room in a 4 to 5 star/de luxe hotel/resort
  - All land, air and water transportation requirements including tickets, insurance and terminal fees
  - Tours and activities
  - DOT-accredited local guide
  - Meals
  - Entrance fees permits, if required
3. Proponent should be able to deliver services that will serve the purpose and objectives as indicated in this Terms of Reference.
4. The bidder should have expertise and experience relative to the service being required by PDOT London.
5. The bidder must be able to provide service on a send-bill arrangement.
6. The winning bidder shall submit to PDOT all used tickets, boarding passes and other proof of delivered service, as may be necessary.

### **IV. DOCUMENTARY REQUIREMENTS**

Bidders are required to submit the following together documents together with their proposal:

- DOT Accreditation Certificate
- Business Registration

**V. BUDGET ALLOCATION:**

The budget allocated **PHP495,000**, inclusive of VAT.

*The winning bid, however, shall be determined by the Philippines Department of Tourism – London based on the proposal with the most acceptable design and advantageous financial cost, provided that the amount of the bid does not exceed the above said budget.*

**VI. PAYMENT PROCEDURE**

Payment will be on services rendered basis.

**PROVISIONAL ITINERARY**

As of May 26, 2016

<b>DATE AND TIME</b>	<b>ACTIVITIES</b>
<b>DAY 1 – June 15</b>	<b>ARRIVAL IN MANILA</b>
1840H	Arrival in Manila via Turkish Airlines Transfers and check in procedures
	Welcome dinner, overnight in Manila
<b>DAY 2 – June 16</b>	<b>BOHOL</b>
	Flight to Tagbilaran City, Bohol Transfers and check in procedures
	Bohol Countryside and Adventure Tour: Chocolate Hills, Tarsier, Loboc River, Stand up Paddling, etc.
	Firefly Watching
	Return to hotel, freshen up
	Dinner
	Overnight at the hotel
<b>DAY 3 – June 17</b>	<b>BOHOL</b>
	Options: Dolphin and Whalewatching; Island Hopping
	Free time to enjoy resort facilities
	Dinner and overnight at the hotel
	Breakfast at hotel
<b>DAY 4 – June 18</b>	<b>MANILA</b>
	Flight to Manila transfers and check-in procedures
	Manila city tour
	Shopping, nightlife
	Dinner
	Overnight at the hotel
<b>DAY 5 – June 19</b>	<b>PALAWAN</b>
	Flight to Busuanga, transfers and check in procedures
	Lunch
	Coron Town Tour
	Coron Island Tour with Lunch
	- Kayangan Lake
	- Twin Lagoon
	- Siete Picados / Coral Garden
	Back to Hotel / Wash-Up / Dinner
	Overnight at the hotel
<b>DAY 6 – June 20</b>	<b>PALAWAN</b>
	Breakfast at hotel
	Culion Island Hopping
	- Malcapuya Island
	- Lusong Coral Garden
	- Lusong Wreck

	- Tangat Wreck
	- Banol Beach
	Back to Hotel / Wash-Up / Free Time
	Dinner
	Overnight at the hotel
<b>DAY 7 – June 21</b>	<b>DEPARTURE FROM MANILA</b>
	Morning free to enjoy the resort
	Check out procedures
	Flight to Manila
	Send-off
	Transfer to the airport
2130H	Departure of international flight
<b>END OF THE ITINERARY</b>	

Note: final destination/activities included in the trip will be based on the recommended itinerary of the ground handler depending on time and logistical resources available