

## **TERMS OF REFERENCE**

- I. PROJECT TITLE:** Portuguese Press Trip (October, 2016)
- II. OBJECTIVE:** The press trip is aimed at generating features and imagery of the Philippines for release in Portuguese 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 that will cover the destinations and activities in the attached draft program.
  2. All ground arrangements including:
    - Hotel accommodations – single room
    - All land, air and water transportation requirements including tickets, insurance and terminal fees
    - Tours and activities
    - DOT-accredited local guide
    - Meals
    - Entrance fees, permits, attendance of Masskara Festival events (itinerary should be according to event schedule)
  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 **460,000**, 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 for  
Mr. Marco Pereira and Ms. Sara Wong**

<b>DATE AND TIME</b>	<b>ACTIVITIES</b>	<b>REMARKS</b>
<b>DAY 1 - October 12</b>	<b>ARRIVAL IN CEBU</b>	
TBA	Arrival in Cebu	Flights c/o media guests
	Meet and greet by DOT Region VII Team	
	Transfer to official hotel, check in procedures	
	Welcome dinner	
	Overnight at the hotel	
<b>DAY 2 - October 13</b>	<b>CEBU – CAMIGUIN</b>	
06:15 AM	Flight to Camiguin	DG6690
07:00 AM	Arrival in Camiguin	
	Possible destinations/activities options: <ul style="list-style-type: none"> <li>▪ Tongatoc Cave</li> <li>▪ Walkway to Old Volcano via Crucis</li> <li>▪ Sunken Cemetery</li> <li>▪ 16th Century Guiob Church Ruins</li> <li>▪ Soda Water Pool</li> <li>▪ Mt. Tres Marias Closer View</li> <li>▪ Tuasan Falls</li> <li>▪ Sto. Nino Cold Spring</li> <li>▪ Ardent Hot Spring</li> <li>▪ White Island Sand Bar,</li> <li>▪ Mantigue Island</li> <li>▪ Taguines Lagoon</li> <li>▪ Lagoon Zipline Zone</li> <li>▪ Aqua Sports</li> <li>▪ Moro Watch Tower</li> <li>▪ Kibila Giant Clams</li> </ul>	
<b>DAY 3 - October 14</b>	<b>CAMIGUIN</b>	
	Continuation of activities	
<b>DAY 4 - October 15</b>	<b>CAMIGUIN – CEBU</b>	
07:20	Flight to Cebu	DG6691
08:00	Arrival in Cebu	
	Possible destinations/activities options: <ul style="list-style-type: none"> <li>▪ Museo Sugbo</li> <li>▪ Basilica Del Sto.Nino</li> <li>▪ Magellan's Cross</li> <li>▪ Colon Street</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Fort San Pedro</li> <li>▪ Ocular of</li> <li>▪ Experiential Tour at Alegre Guitars</li> <li>▪ Experiential Tour at Profood International Corp.</li> </ul>	
<b>DAY 5 – October 16</b>	<b>CEBU-BACOLOD</b>	
18:00	Flight to Bacolod	DG6460
18:50	<p>Arrival in Bacolod</p> <p>Possible destinations/activities options:</p> <ul style="list-style-type: none"> <li>▪ Masskara Festival</li> <li>▪ The Ruins</li> <li>▪ Ancestral Homes</li> <li>▪ Culinary Experience</li> </ul>	
<b>DAY 6 – October 17</b>	<b>BACOLOD</b>	
	Continuation of activities	
<b>DAY 7 - October 18</b>	<b>BACOLOD TO BICOL (via Manila)</b>	
06:00	Bacolod to Manila flight	Via 5J474
07:10	Arrival in Manila	
08:10	Connecting flight to Albay	Via 5J 323
09:10	<p>Arrival in Albay</p> <p>Possible destinations/activities options:</p> <ul style="list-style-type: none"> <li>▪ ATV Adventure Tour of Mayon Volcano</li> <li>▪ Lignon Hill</li> <li>▪ Cagsawa Ruins</li> <li>▪ Bicol Culinary Adventure</li> <li>▪ Cagraray Island</li> <li>▪ Whaleshark interaction (depends on the season/sightings)</li> <li>▪ Sorsogon</li> </ul>	
<b>DAY 8 - October 19</b>	<b>BICOL</b>	
	Continuation of activities	
<b>DAY 9 - October 20</b>	<b>BICOL TO MANILA TO BANAUE</b>	
06:45	Legazpi to Manila	Via 5J 322
07:50	Arrival in Manila	
	<p>Manila</p> <p>Possible destinations/activities options:</p> <ul style="list-style-type: none"> <li>▪ Old Manila Tour</li> <li>▪ Meeting with Department of Tourism officials</li> </ul>	
	Departure for Banaue (late evening)	Via coach or private car
<b>DAY 10 - October 21</b>	<b>BANAUE</b>	
	<p>Possible destinations/activities options:</p> <ul style="list-style-type: none"> <li>▪ Cambulo Village for interaction with the local community</li> <li>▪ Bangaan</li> <li>▪ Batad</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Hapao</li> <li>▪ Tappiyah Falls</li> <li>▪ Sagada</li> </ul>	
<b>DAY 11 - October 22</b>	<b>BANAUE</b>	
	Continuation of activities	
<b>DAY 12 - October 23</b>	<b>BANAUE TO MANILA</b>	
	Continuation of activities Evening departure for Manila	
<b>DAY 13 - October 24</b>	<b>DEPARTURE FROM MANILA</b>	
TBA	Departure from Manila	Flights c/o media guests

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