

TERMS OF REFERENCE

PROJECT: PROCUREMENT OF THE SERVICES OF A PROJECT/GROUND HANDLER FOR THE IMPLEMENTATION OF THE TÜRKIYE TOURISM ROADSHOW AND UZAKROTA GLOBAL SUMMIT 2022

I. PURPOSE AND OBJECTIVE

In line with the Department's continuing efforts to boost international tourist arrivals in opportunity markets, the Office of Product and Market Development – Market Development Division and PDOT London will be conducting the Türkiye Tourism Roadshow and will be participating at the Uzakrota Global Summit in Türkiye on November 27 to December 4, 2022. With this, PDOT London is looking for a qualified and experienced company that can provide ground-handling arrangements in Istanbul, Izmir, and Ankara, Türkiye.

II. MINIMUM REQUIREMENTS FOR THE SUPPLIER

- Full-service project and destination management company with relevant and wide contacts in the Turkish tourism industry;
- With extensive work experience (minimum 5 years) in the travel and tourism industry, particularly in tourism and destination management and marketing;
- Must have provided services for tourism/travel-related fairs (either national or international) within the last 5 years;
- Experience in working with a diverse set of travel and tourism clients (including national tourism office/boards); and
- Willing to provide services on a send-bill arrangement.

III. SCOPE OF DELIVERABLES

- a. Airline tax surcharges for (3) DOT representatives and (1) PDOT London representative:
 - Tax surcharges for (3) Manila-Istanbul/Ankara-Manila roundtrip International Tickets;
 - Tax surcharges for (1) London-Istanbul/Ankara-London roundtrip International Tickets; and
 - Tax surcharges for (4) Istanbul-Izmir one-way Domestic Türkiye Tickets
- b. Domestic Türkiye Airfare Ticket for (3) DOT representatives and (1) PDOT London representative:
 - Provision for (4) Izmir-Ankara one-way Domestic Türkiye Tickets
- c. Business-to-business Meetings
 - Venue in Istanbul for 50 pax
 - Venue in Izmir for 50 pax
 - Venue in Ankara for 50 pax

*Must be inclusive of function room for the B2B meetings, coffee and snacks, sound system and project, roll-up banners, and lunch/dinner venue with food packages for the participants

 - Arrange the itinerary, including the program flow of each workshop for each city
 - Arrange scheduled meetings with Turkish travel trade and relevant media for the DOT delegation, and other officials.
 - Attendance of a knowledgeable staff to assist the delegation throughout the roadshow
 - Suggest additional options to further highlight the Philippines during the roadshow
 - Must submit a consolidated list of B2B participants with complete contact information
- d. Stand/Booth at Uzakrota Travel Summit
 - Attendance of a knowledgeable and Turkish-speaking stand assistant
 - Printing and setting up of backdrop
- e. Transfers/Transportation
 - Midibus/coach transfers during the roadshow in each city for November 27 to December 4, 2022
 - Inclusive of driver's accommodation and other transportation fees

f. Giveaways

- Provision of giveaways/tokens for the booth visitors during the Uzakrota Global Summit and participants during the B2B meetings.

IV. BUDGET

Total estimated budget is **PHP 1,374,054.67 or USD 23,440.03**

(1 USD = PHP 58.62, BSP exchange rate as of November 7, 2022)

*To be sourced from OPMD FY 2022 Work and Financial Program – Market Development Division / Türkiye

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

V. DOCUMENTARY REQUIREMENTS

1. Signed Terms of Reference
2. Company registration documents and appropriate licenses
3. Latest tax clearance and certificate
4. Company portfolio containing previous projects that are relevant to this project

VI. PAYMENT PROCEDURE

Payment to be settled upon full delivery of services

VII. CONTACT PERSON

- Ms. Jing Esmana Foreign Tourism Officer, PDOT London
- Mr. Edmund EJ Tecson Jr. Tourism Operations Officer, OPMD – MDD – Israel and Türkiye

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Tourism Attaché

PDOT London

CONFORME:

NAME:

POSITION:

COMPANY:

SIGNATURE: