

TERMS OF REFERENCE

I. PROJECT:

RUSSIAN/KAZAKSTANI EDUCATION AGENTS FAMILIARIZATION TRIP

II. BACKGROUND

In line with the DOT's market development activities in Kazakhstan and Russia, DOT Frankfurt

office will be hosting the trip of a group of Russian and Kazakhstani Education Agents covering Cebu and

Bohol.

No. of people on tour: Total of twelve pax (12)

Date of fam trip: January 13 to 20, 2017

III. PURPOSE/OBJECTIVES

To handle ground arrangements for Russian and Kazakhstani education agents

IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a. Must be DOT accredited
- b. Tour operators/ground handlers must specialize in the handling of tour operators of the concerned market.
- c. Willing to provide services on a send bill arrangement
- d. Must be willing to negotiate/solicit sponsorships of services / tour requirements with hotels, resorts and related suppliers

V. TENTATIVE ITINERARY / SCOPE OF DELIVERABLES

Provide the following:

a. Hotel accommodation that is market appropriate in 4-5 Star Hotels/Resorts or its equivalent in the various destinations as indicated in the attached itinerary

Six (8) single rooms

Two (2) double rooms

b. Guided tours for 12 pax

c. Meals

d. Transportation (Land Air and Water)

International Air transport for 8 pax

1) Arrive January 13, 2017 and Depart January 20, 2017

Almaty-Incheon-Cebu and vv for eight (6) pax

2) Moscow-Doha-Singapore (QR0234 + QR 0942) one (1) pax

Depart Moscow January 10, 2017

Singapore – Cebu (Air Asia Zest 7237)

Depart Singapore January 13, 2017

Cebu – Singapore (Air Asia 7236)

Depart Cebu January 20, 2017

Singapore – Doha- Moscow (QR0945 + QR0233)

Depart Singapore January 21, 2017

3) Moscow – Hongkong (Aeroflot SU 212) for one (1) pax

Depart Moscow – Hongkong January 11, 2017 arrive January 12, 2017

Depart Hongkong – Cebu (5J 241) January 14, 2017

Depart Cebu – Hongkong (5J) January 20, 2017

Depart Hongkong – Moscow (Aeroflot SU 213)

4) Domestic Air Ticket for one (1) pax

Manila-Cebu-Manila January 13 – January 20, 2017

5) Transfers from Hotel to airport and vV as they arrive and depart

e. Terminal fees

f. Comprehensive travel insurance (accidents, lost of luggage etc.)

g. Daily meals

h. Services of an English or Russia-speaking guide

i. Documentation of the tour (pictures and/or video)

j. Other related activities

NOTE : Attached as ANNEX A is the itinerary and full details of the requirements

VI. BUDGET

Total estimated budget is PHP 1,504,000.00 or USD 30,100.00

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 26 December 26, 2016.

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.

VII. CONTACT PERSON

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