



20 September 2024

## INVITATION TO BID

The Philippine Department of Tourism-Taiwan (PDOT-Taiwan) is in need of services of a well-experienced tour operator/travel agency who will handle the ground arrangement of the Media and Agent Dive Familiarization Tour of Region 10.

Interested party may submit their proposal following the attached Terms of Reference on or before 6:00 PM, 27 September 2024 to:

Philippine Department of Tourism-Taiwan  
2F., No. 55/57, Zhouzi Street, Neihu District  
Taipei 114, Taiwan  
Fax : +886 2 2658-2836  
Email: [philtour@ms57.hinet.net](mailto:philtour@ms57.hinet.net)

A handwritten signature in blue ink, appearing to read "Hazel Habito-Javier", is written over a light blue circular stamp.

**HAZEL HABITO-JAVIER**  
Tourism Attache



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WEB : [www.itsmorefuninthephilippines.com.tw](http://www.itsmorefuninthephilippines.com.tw)

## TERMS OF REFERENCE

### I. PROJECT TITLE: PDOT TAIWAN – PHILIPPINE AIRLINES AND DOT REGION X JOINT DIVE FAMILIARIZATION TOUR FOR MEDIA AND TRAVEL AGENTS

### II. BACKGROUND:

During the strategic planning and workshop, the undersigned shared that this office is actively promoting dive tourism and seeking new dive spots to introduce to the market. The Philippines continues to lead the market for dive tourism in Taiwan. As a result, it would be an excellent opportunity for Taiwanese to discover Northern Mindanao as a new dive destination, especially starting in the last quarter of the year, which is Taiwan's lean diving season.

#### **Rationale:**

The Tourism Attache (TA) thought of doing a joint promotion between PDOT Taiwan, DOT Region 10, and Philippine Airlines to highlight the route Taipei-Manila-Cagayan de Oro and vice versa. Our invitees have already confirmed four (4) media/KOLs, a multi-awarded dive photographer, and six (6) key agents, the TA and a representative from Philippine Airlines, for a total of 11 divers and one non-diver for this dive familiarization tour on October 15–20, 2024.

It is hoped that after the familiarization tour, Misamis Oriental, Camiguin, and other dive destinations in Northern Mindanao will be included on the diving map of Taiwanese divers. Hence, a continuous flow of Taiwanese divers visiting these new dive destinations via Philippine Airlines

### III. PURPOSE/OBJECTIVES:

Following are the objectives of the fam trip:

- Affirm the position of the Philippines as the world's and Asia's leading dive destinations and as a top-of-mind choice for diving.
- Introduce new dive destinations for the market.
- Strengthen the awareness that Northern Mindanao is a safe tourist and dive destination not only for the Taiwanese but also for other markets.
- Contribute to the increase of tourist arrivals to the country.

### IV. MINIMUM REQUIREMENTS FOR SUPPLIERS

- a) Must be reputable travel agent/ tour operator in Taiwan
- b) Must have partner agent/tour operator in the Philippines
- c) Preferably specializing in Taiwan market
- d) Willing to provide services on send-bill arrangement

### V. SCOPE OF WORK/DELIVERABLES

The Philippine Department of Tourism requires following services:

DATE	DESTINATION	REQUIREMENTS
October 15, Tuesday	Taipei, Taiwan  Manila, Philippines	<ul style="list-style-type: none"><li>• Visa Processing Fee (11 pax)</li><li>• Travel Insurance for 12 pax</li><li>• Ticket surcharges and taxes (International &amp; Domestic) 12 pax</li><li>• Transfer to Terminal 1 to Terminal 2 coaster or van for 12 pax with luggages</li><li>• Meal: lunch and dinner 12PAX</li></ul>

October 16 - 19 Wednesday to Saturday	Cagayan De Oro	<ul style="list-style-type: none"> <li>• Meals: lunch and dinner 12PAX</li> </ul>
October 20, 2024, Sunday	Cagayan De Oro to Manila	<ul style="list-style-type: none"> <li>• Van/coaster Hire 4 hours (Terminal 2 to New Port to Terminal 1) 12PAX</li> <li>• Meals: lunch and dinner 12PAX</li> </ul>

**VI. BUDGET**

1. Total estimated budget is **NT\$ 185,000** including tax
2. Bidders are required to submit a detailed breakdown of all package components.

**VII. PROJECT OFFICER/CONTACT PERSON**

Ms. Luisa A. Llave/ Angel Tseng  
 Department of Tourism Taipei  
 E-mail: [philtour@ms57.hinet.net](mailto:philtour@ms57.hinet.net)  
 Mobile No. 0921070931 (Luisa A, Llave)  
 0932004981 (Angel Tseng)

**NOTE:** *The winning bid however, 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.*

**NOTED:**

**HAZEL H. JAVIER**  
**Tourism Attache**