

**OFFICE OF PROTOCOL
DEPARTMENT OF FOREIGN AFFAIRS
The Arts, Cultural and Tourism Awareness Program
19-20 July 2025**

TERMS OF REFERENCE

I. RATIONALE

The Office of Protocol (OP) plays a crucial role in representing the Philippines in diplomatic engagements. Understanding and appreciating the country's rich history, culture, and tourism assets are essential for OP personnel, especially when engaging with foreign diplomats and visitors.

In line with this, we propose a two-day Philippine Arts, Cultural, and Tourism Awareness Tour in the Provinces of Bulacan and Pampanga, to provide DFA-OP personnel with firsthand experience of significant historical and cultural sites in the province. This initiative aims to deepen their knowledge and appreciation of the Philippines' heritage, making them better equipped to assist foreign diplomats and visitors.

II. REQUIREMENTS

- Day 1: Tourism package with itinerary for Twenty-Eight (28) Pax for 7 hours of tour and lecture with lunch in the Province of Bulacan, City of Malolos;
- Day 1: Tourism package with itinerary for Twenty-Eight (28) Pax for 3 hours of tour and lecture with dinner and overnight stay and room accommodation (with breakfast) in a reputable hotel in Clark, Pampanga;
- Day 2: Tourism package with itinerary for Twenty-Eight (28) Pax for 7 hours of tour and lecture with lunch in the Province of Pampanga, City of Clark;
- Transportation arrangement for Twenty-Eight (28) Pax, preferably a luxury-type coaster vehicle.
- Basic audio system if necessary in the hotel venue; and
- Quotation must be received on or before 19 July 2025

III. OTHER REQUIREMENTS

- Bidders should accept a send bill arrangement
- Quoted price should be in Philippine Peso and should include all taxes and duties
- Must have a latest copy of the PHILGEPS Certificate of membership
- Must have a valid Business and Mayors Permit
- Must have an updated Income Tax Return