03 November 2026

REQUEST FOR QUOTATION

The Philippine Department of Tourism–Korea requires a reliable travel agency/tour operator/ground handler to manage air ticket arrangements for the Korean Influencers Dive Familiarization Trip in Cebu, Philippines from 08 to 14 November 2026.

Interested companies may send their quotations following the attached Terms of Reference on or before Friday, **06 November 2026, 12:00 PM** through post, fax or email with details below:

Office: Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro 16
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290
Fax: (02) 318-0520
Email: pdot@philippinetourism.co.kr

DR. ERWIN F. BALANE
Tourism Attaché
PDOT–Korea

TERMS OF REFERENCE

I. PROJECT TITLE : KOREAN DIVE INFLUENCERS FAMILIARIZATION TRIP
DATE : 08 to 14 November 2026
VENUE : Cebu, Philippines
ITEM : Travel Agency / Tour Operator / Ground Handler

II. BACKGROUND

In line with the Department's marketing initiatives to arrest the decline in Korean tourist arrivals, the Philippine Department of Tourism (PDOT) will be organizing the Korean Dive Influencers Familiarization Trip on November 8 to 14, 2026. The group will be composed of twenty-one (21) hosted participants.

Hence, the Department is in need of services of a travel agency/tour operator/ground handler in the Philippines engaged in the business of providing international air ticket and travel insurance in connection with the aforementioned Korean Dive Influencers Familiarization Trip.

III. SCOPE OF WORK/DELIVERABLES

A. International Air Tickets

Provision of international air tickets for the twenty-one (21) Korean Dive Influencers participants, must be rebookable with minimal fees

Number of pax	Date	Route	Time	Class	Baggage
21	08 November 2026	Incheon to Cebu (pref direct flight)	PM	Economy	With at least 30 kgs
	14 November 2026	Cebu to Incheon (pref direct flight)	AM		

B. Travel Insurance

Provision of travel insurance for twenty-one (21) international participants covering medical treatments including COVID-19 related claims, trip cancellation, delay, interruption, medical expenses, emergency medical evacuation and loss or damage of baggage from the time the trip began from the international point of origin and terminates at the end of the itinerary at the point of arrival. The bidder must have the capacity to advance the hospitalization expenses for injuries within the Philippines.

IV. TIME FRAME AND DOCUMENTARY REQUIREMENTS

All interested parties are to submit the following documents:

1. Quotation
2. Company Registration
3. Company Profile

After completing all flight and accommodation bookings, the following documents must be submitted:

4. Certification of the issuance of the air tickets, original boarding passes or any proof of boarding of passengers.

VI. BUDGET

The budget allocation for the event is **PHP 1,550,000.00**.

VII. MODE OF PAYMENT

Payment of services will be based on agreed payment terms between PDOT–Korea and the travel agency/tour operator/ground handler. Payment is to be released after the company's submission of the invoice with the corresponding deliverables and PDOT–Korea's issuance of certification that deliverables are complete and acceptable.

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