

## TERMS OF REFERENCE

### FEASIBILITY STUDY: MARINDUQUE CYCLING EXPERIENCE PROGRAM

#### I. Objectives:

1. Develop a tourism circuit that focuses on nature-based tourism within the Province of Marinduque through bicycle tours.
2. Promote existing and new nature-based tourism sites and activities for adventure, nature lovers and domestic travelers in the Province of Marinduque.
3. Support the LGUs and stakeholders in linking tourism products to other segments of the value chain.
4. Further promote new and emerging products in the region.

#### II. Scope of Service:

The service provider should be able to provide the following specifications:

##### A. General Requirements

- Service Provider should be a DOT-Accredited Tour Operator
- Inclusive Date: July 06 – 09, 2023
- Amenable to send-bill arrangement/government procedure
- Price quotation should be denominated in the Philippine Peso and inclusive of 12% VAT and all other applicable taxes and charges. Price validity shall be for a period of one hundred twenty (120) calendar days.
- Tour Operator must be based in NCR or Region IVB (MIMAROPA)

##### B. Documentary Requirements

1. Mayor's/Business Permit
2. Proof of PhilGEPS Registration
3. Omnibus Sworn Statement
4. DOT Accreditation Certificate
5. DTI / SEC Permit

*Note: All documentary requirements and proposal shall be sent via e-mail at [dot4b.bacsecretariat@gmail.com](mailto:dot4b.bacsecretariat@gmail.com)*

##### C. Specific Requirements

###### C.1 Transportation (Van Hire via RoRo)

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits); and
- Round-trip van hire plus RoRo for MNL-MRQ-MNL (July 06 - 09, 2023) x 2 vans

### **C.2 Transportation (Van Rental)**

- Air-conditioned van (at least 12-seater) with stored supplies of face mask, face shield, and alcohol (sanitation kits); and
- Must conform to the following itinerary:
  - Whole day van rental within Marinduque x 4 days x 3 vans

### **C.3 Meals**

Requirements for meals shall include the following:

- Breakfast, Lunch, Snacks, Dinner good for 4 days for fourteen (14) persons (July 06 - 09, 2023)
- Meals Lunch, Snacks, and Dinners good for ten (10) Local Bike Tourism Associations and LGUs x 4 days (July 06 - 09, 2023)

### **C.4 Transportation (Boat Rental)**

- Must conform to the following itinerary:  
Whole day boat hire in Marinduque Islands x 2 boats

### **C.5 Honorarium**

- PHP1,200 x 10 hours x 4 days x six (6) persons = PHP 288,000.00

### **C.6 Load Card**

- ✓ One (1) Php 300.00 load card for the project officer.
- ✓ One (1) Php 150.00 load card for the supporting project officer.

### **C.7 Accommodation**

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
  - July 06 - 09, 2023 4D3N (14 pax)
- Must have a stable WIFI connection
- Must have a 24-Hour Security

### **C.8 Travel Insurance**

- Travel Insurance for fourteen (14) pax

## **IV. Budget**

Total budget allocation is **Six Hundred Fifty-Five Thousand Two Hundred Pesos Only (P655,200.00)**, inclusive of taxes and fees.

The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the above total budget.

## **VII. PAYMENT SCHEMES**

Terms of payment to the winning bidder shall be in accordance with the government procedure (send bill arrangement). Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties and liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning bidder.

Contact Person: Mr. Marc Ramiro R. Ortiz Luis  
Tourism Development Division, DOT MIMAROPA  
0917-716-0305  
[tdd.mimaropa@gmail.com](mailto:tdd.mimaropa@gmail.com)