

TERMS OF REFERENCE

Marinduque Cycling Experience Program: Pilot Testing in Marinduque November 13 - 17, 2023

I. Objectives:

1. Develop an exciting 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 transportations, transfers, accommodation, meals, training kits of participants with the following specifications:

1. Service Provider should be a DOT-Accredited Tour Operator
2. Inclusive Date: November 13 - 17, 2023 (Date subject to change)
3. Amenable to send-bill arrangement/government procedure
4. 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.
5. Tour Operator must be based in the MIMAROPA Region or NCR.

Documentary Requirements:

1. Mayor's/Business Permit
2. PhilGEPS Platinum Registration Certificate
3. Omnibus Sworn Statement
4. Valid DOT Accreditation Certificate
5. DTI/SEC Permit
6. Annual Income Tax Declaration

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

III. SPECIFIC REQUIREMENTS

The following are the specific requirements to be delivered for the activity that will be conducted, *to wit*:

A. Van hire

- Six (6) Units Air-conditioned van (at least 12-seater) with stored supplies of face mask and alcohol (sanitation kits);
- Round-trip van hire via RoRo for MNL-MRQ-MNL to the ff schedule:
November 13 & 17, 2023

B. Van Hire (Within Marinduque)

- Whole day van rental of six (6) units of DOT-accredited tourist van transport with stored supplies of face mask, alcohol (sanitation kits) and water for participants;
- Each van must have tarpaulin with event title and van number for identification;
- Must conform to the following itinerary:
November 13 - 17, 2023;
- Availability of Bike Guide per van.

C. Airfare

- Roundtrip flight ticket from ILOILO-MANILA-ILOILO for three (3) pax;
- Re-bookable tickets and inclusive of 20kgs check-in baggage per pax;
- Must conform to the following itinerary:
November 13 - 17, 2023

D. Accommodation

- Must be DOT-Accredited Accommodation Establishment
- Must provide room accommodation for the following:
 - November 13 - 17, 2023 5D4N (25pax) in Boac, Marinduque
 - November 12 & 17, 2023 (3pax – Iloilo Participants) in Makati
- Must have a stable WIFI connection
- Must have a 24-Hour Security
- Must have an In-house restaurant

E. Meals

- Should be able to provide Breakfast, AM & PM snack, Lunch and Dinner for twenty-five (25) pax on November 13 - 17, 2023;
- Should be able to provide Breakfast, Lunch, and Dinner for three (3) pax on November 12 - 18, 2023 for Iloilo Participants;
- Should be able to provide meals and water (local cyclists / LGUs) for thirty (30) pax on November 14 - 16, 2023.

F. Documentation for Photo and Video

- Hiring of services of professional photography and video editors for the program's promotion. Portfolio subject for approval;
- Must be able to produce at least twenty (20) high resolution photos per day of the program subject for approval;
- Must be able to produce one (1) 5-minute promotional AVPs/videos about the program and three (3) 1.5-minute same day video edit subject for approval by the end-user;
- Must provide own meals during the shoot.

G. Travel Insurance

- Travel Insurance for twenty-five (25) pax;
- Must conform to the following itinerary:
 - November 13 – 17, 2023

H. Load Allowance

- 300 PHP load allowance for two (2) DOT project officers.

I. Collaterals

- ✓ Tumbler
 - 25 sets
 - Materials: 500ml, steel inside, Double wall vacuum insulated, for hot or cold drinks (Good for up to 3 to 6 hours), Spill proof, customized logo, and Eco friendly
- ✓ Customized mesh bag
 - 25 sets
 - Materials: Eco-friendly waterproof, Size: 20 L
- ✓ Sanitary Kits
 - 25 sets
 - Materials: Alcohol with 70% Solution (150 ml), Mask (Surgical Face Masks, 5 pcs), Travel Paper Soap, Insect repellent, sunblock and wet wipes
- ✓ Customized Dry fit Shirt for cycling
 - 50 sets
 - Materials: Premium Quality t-shirt, round neck t-shirt, short sleeves t-shirt, sublimation print t-shirt, and Regular fit t-shirt.

Design: Annex A

IV. APPROVED BUDGET FOR THE CONTRACT

Total budget allocation is **Nine Hundred Eighty-Five Thousand Six Hundred Ten Pesos Only (₱985,610.00)** 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.

V. 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.**

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ANNEX A

LOGOS



Tumbler



Customized Mesh Eco Bag (16x16in)

dlns[®]



Customized Dri-Fit Polo Shirt



Sanitary Kit (Alcohol, Wet Wipes, Mask, Travel Paper Soap, Tissue, Insect repellent, Sunblock)

