

Request for Quotation

July 30, 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below;

Quotation No. TPB-PR.2020.07.219

PR No. 7.028 / 27-July-2020

Requirements: PROCUREMENT OF SHUTTLE SERVICE FOR TPB FOR AUGUST 2020

Quantity	Particulars	Estimated Unit Price	Estimated Total Amount
1 lot	<p>SHUTTLE SERVICE FOR TPB FOR AUGUST 2020</p> <p>I. DURATION OF TASK</p> <p>The shuttle service shall cover a period of 15 working days from the issuance of the Purchase Order</p> <p>II. SCOPE OF WORK</p> <p>Specifically included as major requirements for this project are the following:</p> <p>A. Routes:</p> <ul style="list-style-type: none"> Two (2) vans for Cavite – Manila – Cavite Two (2) vans for trips within Metro Manila One (1) van for Bulacan – Manila – Bulacan <p>B. General Specifications:</p> <ol style="list-style-type: none"> 1. Use of vehicle with driver for 14 hours per day via abovementioned routes; and 	P780,000.00	P780,000.00

2. The passengers will be picked up every morning at their addresses in Bulacan, Cavite, or Metro Manila and will be dropped off in TPB Office at Legaspi Towers 300, Roxas Blvd., Malate, Manila and vice-versa after office hours.

B. Assigned Drivers shall ensure:

1. While inside the shuttle service, all passengers must observe proper physical distancing, one seat apart.
2. All passengers must observe the proper norms of conduct and code of ethics.
3. The shuttle service will depart exactly at the time of agreed schedule (*there will be no waiting time for passengers who arrive later than specified time*).
4. First passenger in the morning must sign the trip ticket's first line, and the last passenger must sign the trip ticket's last line for the day.

C. Shuttle Service Drivers' Responsibilities:

To mitigate the spread of infection, the following sanitation measures shall be observed:

1. Drivers shall be provided by their Employers with appropriate Personal Protection Equipment (PPE) such as facemasks, face shields, and a pair of gloves.
2. Each vehicle shall be provided with a sanitizing agent such as Lysol and alcohol.
3. The driver shall be responsible in disinfecting and the over-all cleanliness and worthiness of his assigned vehicle.
4. Vehicles shall be disinfected immediately after each batch of passengers alight, in preparation for the next batch of passengers.
5. The drivers shall sanitize and disinfect the interior and exterior of the vehicles by wiping the surfaces (door handles, car seats, steering wheel,

etc.) with the use of alcohol or disinfectant spray to be provided by the car rental agency.

D. Service Provider's Responsibilities:

1. Assign vehicles that meet the specifications herein indicated.
2. Assign drivers to the aforementioned vehicles who meet the criteria herein indicated and who have undergone rapid/swab test with negative results.
3. Submit complete list of the Driver's Name, Address, Mobile No., professional driver's license ID copy, and Date of Birth.
4. Submit a copy of the signed trip tickets along with the invoice/s.

E. TPB's Responsibilities:

1. Provide the schedule for the week for the Shuttle Service Drivers' three calendar days before their schedule, if possible. If not, at least one day before the schedule, with complete address and contact numbers of the passengers (Sample address of the TPB employees are attached for reference of possible bidders); and
2. Provide a contact person for emergency and scheduling concerns.

III. TECHNICAL REQUIREMENTS

1. Vehicle must be Model 2017 or newer, 10-seater or bigger, air conditioned, with current registration and insurance.
2. Rates must include use of vehicle, driver's services, driver's meals and communication expenses, parking fees, toll fees, vehicle maintenance and consumables such as fuel, oil and lubricants.
3. All vehicles must have 3 big umbrellas, sanitizing agents (i.e. disinfectant spray, alcohol), and repair necessary

	<p>tools.</p> <p>4. Driver must have at least three (3) years of experience as professional driver, be familiar with the major and minor routes in the areas within Cavite and Metro Manila, and must be presentable.</p> <p>5. Driver must be equipped with a cellphone for easy communication with passengers. Mobile phone unit and related expenses must be provided by the service provider.</p> <p>The procuring entity (TPB) reserves the right to inspect each and every vehicle provided and demand an immediate replacement should problems/issues arise.</p> <p style="text-align: center;">*nothing follows*</p>		Total: P780,000.00
Terms	30 days upon receipt of invoice		
ABC	Approved Budget for Contract (ABC) is Php780,000.00 inclusive of all applicable taxes		

Please submit your quotation and legal documents on or before **5 AUGUST 2020** thru email at christian_serrano@tpb.gov.ph or thru fax no. 02 8526-5971, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

(Sgd.)

ELOISA A. ROMERO

Administrative Officer V

Procurement and General Services Division

Contact Person

CHRISTIAN S. SERRANO

Contact No

8525-73-12 loc. 270

christian_serrano@tpb.gov.ph

Note: All entries must be typewritten in your company letterhead.

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. Mayor's Permit/License
2. BIR Registration / TIN
3. PhilGEPs Certificate
4. Company Profile
5. SEC/DTI Registration
6. Omnibus Sworn Statement