

## **TERMS OF REFERENCE**

### **I. PROJECT TITLE: TPB EMPLOYEES' SHUTTLE SERVICE, NOVEMBER 2020**

### **II. BACKGROUND**

The Tourism Promotions Board (TPB), an attached agency of the Department of Tourism (DOT), exists to market and promote the Philippines domestically and internationally as a world-class tourism and MICE destination. To ensure uninterrupted delivery of its services, TPB continues its operations even during the pandemic. To mitigate its employees' probable exposure to COVID19 while commuting and protect its stakeholders, TPB is in need of a Service Provider for Employees' Shuttle Service for the period 12 working days from the issuance of the Notice to Proceed.

TPB has been providing shuttle service for its skeletal workforce since the start of the quarantine, based on the Civil Service Commission MC 10 S. 2020, using its existing fleet. Currently, TPB is also using the services of a transportation service provider to augment its existing fleet while some the TPB vehicles undergo preventive maintenance. Moreover, following the issuance of the TPB Memorandum dated 13 October 2020 instructing more personnel to report to the office for various projects, we are thus forecasting an increased demand for shuttle service for TPB's skeletal workforce in November.

### **III. PURPOSE / OBJECTIVES**

- A. To mitigate its employees' probable exposure to COVID19 while commuting and protect its stakeholders; and
- B. To ensure manpower will be available in the office to deliver uninterrupted TPB services and operations

### **IV. DURATION OF TASK**

The shuttle service shall cover a period of 12 working days from the issuance of the Purchase Order

### **V. SCOPE OF WORK**

Specifically included as major requirements for this project are the following:

- A. Routes:
  - Three (3) vans for Cavite – Manila – Cavite
  - Four (4) vans for trips within Metro Manila
  - Two (2) vans for Bulacan – Manila – Bulacan
  - One (1) van for Laguna – Manila – Laguna (6 days only)

B. General Specifications:

1. Use of vehicle with driver for 14 hours per day via abovementioned routes; and
2. The passengers will be picked up every morning at their addresses in Bulacan, Cavite, Laguna and/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. The rented van should be solely for TPB officials/employees only within the duration of the rental agreement
3. Assign drivers to the aforementioned vehicles who meet the criteria herein indicated and who have undergone rapid test with negative results.
4. Submit complete list of the Driver's Name, Address, Mobile No., professional driver's license ID copy, and Date of Birth.
5. 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.

#### **VI. 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 tools.
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.
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.
6. The procuring entity (TPB) reserves the right to inspect each and every vehicle provided and demand an immediate replacement should problems/issues arise.
7. The service provider shall be DOT accredited

#### **VII. BUDGET**

Total budget allocation for this project is **NINE HUNDRED EIGHTY-EIGHT THOUSAND EIGHT HUNDRED PESOS ONLY (PhP 988,800.00)** inclusive of all applicable fees and taxes.

#### **VIII. TERMS OF PAYMENT**

Thirty (30) days from full service completion and receipt of invoice with signed trip tickets.