

**TERMS OF REFERENCE
PROCUREMENT OF LAND TRANSPORTATION REQUIREMENTS
FOR THE 2-DAY TPB BUSINESS DEVELOPMENT PLANNING SESSION**

BACKGROUND:

The Tourism Promotions Board (TPB), together with its business development consultant will be conducting a two-day Business Development Planning Session to create and strategize a roadmap for the Business Development function of the organization.

DATE: 05-06 May 2022 (target dates of implementation)

NO. OF PARTICIPANTS: 25 rider participants/TPB employees

OBJECTIVES:

This project requires the engagement of a transport or tour operator company to provide point-to-point shuttle service from TPB Office-Venue (TBA, Hotel/Conference Area within Metro Manila) and vice versa on 05-06 May 2022.

I. SPECIFICATIONS

Item	SPECIFICATIONS
Transportation Requirements	
A.	<p>Routes</p> <p>The service provider is expected to supply and deliver the transportation requirements during the entire implementation of the project (target date is on 05-06 May 2022).</p> <p>Day 01 (05 May 2022)</p> <ul style="list-style-type: none"> - Total number of vans needed: 4 vans - ETD from TPB Office: 7:30AM - ETA at Venue: 8:00AM - Whole day rental of the vehicles within Metro Manila - Passengers' names and contact information to be provided by TPB - Van arrangements and itinerary to be arranged by the tour operator subject to approval of TPB <p>Day 02 (06 May 2022)</p> <ul style="list-style-type: none"> - Total number of vans needed: 4 vans - ETD from Venue: 6:00PM - ETA at TPB Office: 6:30PM - Whole day rental of the vehicles within Metro Manila - Passengers' names and contact information to be provided by TPB - Van arrangements and itinerary to be arranged by the tour operator subject to approval of TPB <p>Notes:</p> <p><i>*Venue- Hotel or conference venue within Metro Manila only (TBA)</i></p> <p><i>*Van arrangements and itineraries from 04-06 May 2022 should be submitted to the Project Officer for review and approval on or before 02 May 2022.</i></p> <p><i>*Each van should have a maximum of 6 (six) passengers each excluding the driver.</i></p>
B.	Technical Requirements

	<ul style="list-style-type: none"> a. Compliance with the DOT New Normal Health and Safety Guidelines for Tourist Land Transport Services b. Vehicle must be a 2018 model or newer, air-conditioned and with current registration and insurance. c. Four (4) vans maximum adhering to Passenger Limit Guidelines set by the DOTr and LTFRB d. All vehicles should be well-ventilated, and air conditioning shall be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle. e. Must have a thermometer gun, basic first-aid kits, and sanitation kits with 70-percent solution alcohol, or alcohol-based hand sanitizer and tissue paper or disposable wet wipes, for the free use of passengers, inside all vehicles. f. A separate trash bag for all gloves, facemasks, PPE sets, wet wipes and other sanitation disposables used by the passengers shall be available inside the vehicle. g. Rates must include the use of vehicles, drivers' services (inclusive of overtime of the drivers), drivers' meals and communication expenses, parking fees, toll fees, vehicle maintenance, and consumables such as fuel, oil and lubricants. h. Assign a focal person/dispatcher for centralized communication i. Drivers must have at least three years of experience as professional driver, be familiar with the major and minor routes in the areas within NCR and its environs. j. Assigned drivers must be fully vaccinated with booster shot. k. Drivers must observe personal hygiene and proper grooming. They must be in uniform and should wear personal protective equipment (PPE), complete with face masks and gloves, provided by their operator. l. Deep cleaning and proper disinfection and sanitation of vehicles before and after every use, especially the frequently touched surfaces such as seats, armrests, door handles, lights, and air controls. m. Provision of proper, approved and clean signage for the vehicles assigned to TPB.
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II. ELIGIBILITY REQUIREMENTS

1. Must be a Filipino-owned, operated and legally registered transportation/ tour operator company under Philippine laws
2. Must be in operation for at least 3 years
3. Must submit the following certifications:
 - a. DOT Accreditation
 - b. Certificate of Compliance with DOT New Normal Health and Guidelines for Tourist Land Transport Services
 - c. Certificate of Employment for all assigned drivers to indicate years of service in the company and/or Bio-data/Curriculum Vitae as proof of having at least three (3) years of experience as professional driver, be familiar with the major and minor routes in the areas within NCR and its environs

III. APPROVED BUDGET FOR CONTRACT

SIXTY-FOUR THOUSAND PESOS (PHP64,000.00) inclusive of all applicable fees and taxes.

IV. TERMS OF PAYMENT:

1. Preferably has a Landbank account. Payment will be made through LBP bank deposit.

2. In case the supplier does not have a Landbank account, all applicable bank charges will be shouldered by the supplier.

For particulars, please contact:

WILSON R. SUBA

Telephone numbers: (02) 525-9318 to 27 local 209 or (02) 525-6443

Email address: wilson_suba@tpb.gov.ph

ARTURO Z. GATUS

Telephone numbers: (02) 525-9318 to 27 local 209 or (02) 525-6443

Email address: arturo_gatus@tpb.gov.ph

THYRRISE DHENICE S. JUAN

Telephone numbers: (02) 525-9318 to 27 local 212 or (02) 525-6443

Email address: thyrrise_juan@tpb.gov.ph