

TERMS OF REFERENCE

RENTAL FOR TRANSPORTATION SERVICES/BUSES FOR OAMSS HEALTH AND WELLNESS WORKSHOP AND GAD ACTIVITY Timberland Highlands Resort, San Mateo, Rizal

A.	Background:	
	The Office of Asset Management and Support Services intends to lease two (2) buses with drivers for use of OAMSS personnel during its Health and Wellness Workshop and Gender and Development activity at the Timberland Highlands Resort, San Mateo Rizal from 11-12 November 2023.	
B.	Scope:	
	Lease of two (2) transportation buses with drivers to transport 98 pax	
C.	Technical Specifications:	Statement of Compliance
	1. The Contractor shall provide two (2) buses with drivers for 98 DFA personnel with luggage, and provide transport services on the following dates: <ul style="list-style-type: none"> • 11 November 2023 (Saturday), 7:00 am – Departure from DFA, Pasay City for Timberland Highlands Resort, San Mateo, Rizal • 12 November 2023 (Sunday), 2:00 pm – Return to DFA, Pasay City from Timberland Highlands Resort, San Mateo, Rizal 	
	2. The buses must be fully airconditioned and equipped with television with local channels, videoke system with microphones and good sound system	
	3. The vehicle should be covered with comprehensive insurance coverage (CIC), third party liability (TPL), body injury (BI), and Auto Passenger Insurance Coverage (APIC);	
	4. Price quotations shall include all transportation expenses such as gasoline/fuel, toll fees, taxes, duties, passengers' insurance, and other charges, as may be applicable.	

		It shall also include the accommodation and food expenses of the drivers at the venue, and other charges.	
	5.	The Contractor shall undertake to repair or replace any vehicle that may break down or become unserviceable, within one hour.	
	6.	The Contractor company must be a PHILGEPS member and must provide the following documentary requirements: <ul style="list-style-type: none"> • Copy of valid PHILGEPS Registration • Copy of current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit) • Copy of 2022 Income Tax Return (ITR) 	
D.	Approved Budget Contract: (Php140,000.00)		
E.	Terms of Payment: The Contractor shall accept send-bill payment arrangement and payment will be effected by strict compliance with the usual prescribed accounting and auditing requirements.		

CONFORME:

Signature/s: _____

Name of the Bidder/Bidder's
Authorized Representative/s: _____

Position: _____

Date: _____