



Funding the

REPUBLIKA NG PILIPINAS
KAGAWARAN NG PANANALAPI
KAWANIHAN NG INGATANG-YAMAN
(BUREAU OF THE TREASURY)
Intramuros, Manila



TERMS OF REFERENCE

I. PROJECT TITLE

PROCUREMENT OF TRANSPORTATION SERVICE FOR THE 2025 ADMINISTRATIVE SERVICE OPERATIONAL PLANNING WORKSHOP AND TEAM BUILDING ACTIVITIES

II. OBJECTIVE

The project requires the engagement of a service provider for the provision of Transportation Service for the 2025 Administrative Service Operational Planning Workshop and Team Building Activities on April 10-12, 2025, in Iba, Zambales.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

Eighty-Nine Thousand Pesos (Php 89,000.00)

Inclusive of all applicable tax

IV. REQUIREMENTS AND CONDITIONS

1. SCHEDULE

Date	Time	Activity
Day 1 (April 10, 2025)	7:00 am	Departure Point of Origin: Bureau of the Treasury, Ayuntamiento Building, Cabildo St., Intramuros, Manila
	12:00pm onwards	Arrival Destination: Iba, Zambales
Day 2 (April 11, 2025)	2:00 pm – 5:00 pm	Social Program (v.v.) Point of Origin: Iba, Zambales Destination: Palauig, Zambales
Day 3 (April 12, 2025)	10:00 am	Departure Point of Origin: Iba, Zambales
	12:00 pm – 1:00 pm	Lunch Stop Over Anywhere along the way to destination
	4:00 pm onwards	Arrival Destination: Bureau of the Treasury, Ayuntamiento Building, Cabildo St., Intramuros, Manila

2. REQUIREMENTS

2.1. Vehicle

2.1.1. Vehicle Type: Air-Conditioned Bus

2.1.2. Capacity: 49-Seater

2.1.3. Luggage allowance: with standard luggage compartment for each passenger

- 2.2. Chauffer Service:
 - 2.2.1. Provision for licensed professional driver.
- 2.3. Other requirements:
 - 2.3.1. Fuel Cost: Fuel expenses shall be included in the quotation.
 - 2.3.2. Passenger Insurance: Basic insurance coverage for all passengers
 - 2.3.3. Tool fees and Parking Charges: Toll fees and parking charges shall be included in the quotation.
 - 2.3.4. Driver Accommodation and Meals: Food and accommodation expenses shall be included in the quotation.

V. OTHER RESPONSIBILITIES OF THE SUPPLIER/CONTRACTOR

- a. The Supplier/Contractor shall submit the following requirements:
 - 1. DTI / SEC Registration Certificate
 - 2. Mayor's Permit
 - 3. PhilGEPS Registration Certificate

VI. TERMS OF PAYMENT

- 1. Subject to government procurement law and appropriate government taxes.

VII. RESERVATION CLAUSE

The BTr reserves the right to reject documents that do not comply with the requirements, waive any formalities of documents or consider any submission of documents as substantial compliance reject any and all bids; declare a failure of bidding, annul the bidding process, or not to award the contract, without thereby incurring any liability to the affected bidder or bidders or if the funds/allotment for the program/project/activity has been withheld or reduced through no fault of the BTr.

The BTr assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Prepared by:

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Approved by:

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Director III
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