

TERMS OF REFERENCE

1. PROJECT TITLE

Provision of Vehicle/Bus Rental Service for the conduct of the Bureau of the Treasury - Management Information Systems Service Operational Planning Workshop and Team Building Activities for CY 2025

2. DESCRIPTION

The project calls for the provision of vehicle/bus rental service for the conduct of a three-day Operational Planning Workshop and Team Building Activities of the Management Information Systems Service CY 2025.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 77,000.00

Note: Inclusive of 12% VAT and other applicable governmental taxes.

4. SCOPE OF SERVICE

The service provider shall be able to provide one (1) unit of bus for transportation service with the following specifications:

PART I. TECHNICAL SPECIFICATIONS		
AGENCY SPECIFICATION	BIDDER'S STATEMENT OF COMPLIANCE	ACTUAL OFFER (Actual specs being offered)
<p>1. Vehicle Rental Schedule</p> <p>1.1. The service provider shall ensure the availability of one (1) unit of bus transportation service on the date of the event, May 15-17, 2025.</p> <p>1.2. The transportation service shall arrive at the agreed service area at least thirty (30) minutes before the expected departure time.</p> <p>1.3. Pick-up and Drop-off</p> <p>1.3.1. May 15, 2025 - BTr- Central Office, Intramuros, Manila to Bolinao, Pangasinan.</p>		

<p>1.3.2. May 17, 2025 - Bolinao, Pangasinan to BTr - Central Office, Intramuros, Manila.</p> <p>1.4. The service provider shall agree on the designated stopovers during the travel from BTr-Central Office, Intramuros, Manila to the venue and vice versa. Alternate drop-off point may be arranged as may be agreed upon by both parties.</p> <p>1.5. In case of breakdown, the company shall immediately provide a substitute similar vehicle.</p>		
<p>2. Vehicle Features</p> <p>2.1. Capacity of 49 seaters.</p> <p>2.2. The vehicle must be fully air-conditioned.</p> <p>2.3. The service provider shall ensure that the designated vehicle is in good condition to perform the service.</p> <p>2.4. Equipped with functional audio and video system (if any)</p>		
<p>3. Driver</p> <p>3.1. The service provider shall allocate a professional driver for the vehicle rented.</p> <p>3.2. The service provider shall submit the following information of the designated driver and bus on or before 15 May 2025 (Thurs):</p> <p>3.2.1. Plate Number</p> <p>3.2.2. Copy of OR/CR</p> <p>3.2.3. Complete Name of the driver</p> <p>3.2.4. Contact Information</p> <p>3.2.5. Copy of Driver's License</p> <p>3.3. The designated driver must wear their company uniform and ID</p>		

<p>within the duration of provision of services.</p> <p>3.4. The driver shall follow traffic rules and regulations and drive with utmost care and responsibility.</p>		
<p>4. Other Requirements:</p> <p>4.1. Inclusion of fuel cost and vehicle sanitation.</p> <p>4.2. Inclusion of toll fees and parking charges.</p> <p>4.3. Inclusion of driver's fee, meals and accomodation.</p> <p>4.4. Inclusion of Passenger Insurance</p> <p>4.5. Inclusion of Luggage allowance</p>		
<p>5. Payment Scheme</p> <p>5.1. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.</p> <p>5.2. Full payment shall be made upon issuance of the billing statement by the supplier.</p>		
<p>6. Non-graft Clause</p> <p>6.1. The winning supplier warrants that it has not given nor promised to give money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC Secretariat, or TWG, to secure this contract.</p>		

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