

TERMS OF REFERENCE
Provision of Transportation/Shuttle Services
For UP Manila Employees



Description and Objective:

To ensure that mandated services will not be disrupted by the community quarantine, UP Manila will provide transportation/shuttle services for its employees who are reporting to their workplace as part of the skeletal workforce and for those whose nature of functions can not avail the work from home arrangement. This service shall be provided during the Community Quarantine or until there is a shortage on public transport.

General Conditions

- The Service Provider shall commit air-conditioned buses or commuter van, for exclusive use of UP Manila employees, from **Monday to Friday** (except for holidays) for the period of effectivity of the community quarantine or until the time mutually agreed by both UP Manila and the service provider.
- UP Manila reserves the right to inspect each and every vehicle and demand an immediate replacement should problems/issues arise.
- Drivers must be at all times in company uniform and equipped with cellphones for easy communication. They should be presentable and always practice road courtesy

Service provider must submit complete certified copy of the valid Driver's License within one week before deployment.

- Each vehicle must have thermogun, alcohol or hand sanitizer, flashlights and first aid kit on board.
- Only the employees, upon presentation of their UP Manila identification cards should be allowed to board. Each passenger should pass temperature screening, must wear face shield and face mask and sprayed with alcohol and/or sanitizer.

For monitoring and orderly implementation of this contract, UP Manila/OVCA shall appoint a bus coordinator for each trip, preferably, the first employee to board. The bus coordinator, for UP Manila purposes, shall maintain the list of employees who boarded and avail of the transport service every trip.

- Social distancing shall be strictly observed.
- Drivers must be familiar with the service routes as follows:

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24 AUG 2020

- A. Route 1 Cavite via Dasmarinas, Imus, Bacoar to UP Manila
- B. Route 2 Cavite via Naic, Tanza, Kawit to UP Manila
- C. Route 3 Laguna Route via Sta. Rosa, Alabang, Bicutan Exit, Osmena Highway to UP Manila
- D. Route 4 Valenzuela Route via Malanday, MacArthur Highway, Caloocan Rizal Avenue, Dimasalang to UP Manila
- E. Route 5 Monumento Route via Harbor Link (5TH Avenue), Malabon, Navotas, Tondo, Divisoria to UP Manila
- F. Route 6 Fairview Route via SM Fairview, Commonwealth, Quezon Avenue, Quiapo to UP Manila
- G. Route 7 Marikina Route via SM Masinag, Sta. Mesa to UP Manila

- Pick up time shall be at 5:00 in the morning for Routes 2,3, and 6; 6:00 am for Routes 1,4, 5 and 7 while 4:00 p.m. in the afternoon at UP Manila Padre Faura side. Grace period of five (5) minutes will be allowed. All passengers will be dropped at UP Manila, Pedro Gil site (in front of UPM Dormitory). Grace period of five (5) minutes will be allowed.
- Procuring Entity has the right to change the quantity and date of deployment of units.

Approved Budget for the Contract:

- Approved Budget for the Contract (per trip)

Routes 1,2,3	PhP13,000.00
Routes 4,5,6 and 7	10,000.00

Minimum of 24 passengers per trip, strict compliance with physical distancing.

Rates must be per trip are inclusive of tax, use of vehicle (fuel), driver's meals, parking fees, and toll fees and insurance.

- The service provider shall bill UP Manila twice a month (15th and 30th). UP Manila shall pay the service provider within **fifteen (15) days** upon receipt of billing with complete requirements such as trip tickets with manifesto of passengers with their signatures, etc.

Selection Service Provider

- Selection of Service Provider should be through competitive bidding as default mode and in accordance with the 2016 IRR of RA9184. However, UP Manila may resort to other alternative modes of procurement, whenever justified by the conditions and in order to promote economy and efficiency.

Prepared by the

TECHNICAL WORKING GROUP FOR SHUTTLE/TRANSPORT SERVICES


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BUDGET CLEARANCE
Fund Source: <u>REPROG1352-20</u>
Approved Amount: <u>₱ 6,800,000</u>
 LOVELLE C. SAGUID Chief Budget Officer, UPM
Date: <u>Nov 25/2020</u>

* SEPTEMBER - DECEMBER 2020
3 Routes @ ₱ 13,000 for 78 days
4 Routes @ ₱ 10,000 for 78 days
Inclusive of 10% Inflation/Contingency and Taxes.
Rate Fee