

TERMS OF REFERENCE

TRANSPORTATION SERVICES FOR NHMFC 2022 CORPORATE TEAM BUILDING

I. BACKGROUND

NHMFC is interested to engage the services of a transport contractor, who will provide transport services to NHMFC employees on its 2022 Corporate Team Building on July 15-16, 2022 at Bataan

II. OBJECTIVE

To provide effective, efficient, and safe transport services to NHMFC Employees.

III. SCOPE OF THE ASSIGNMENT

The service provider must:

1. Be a Tourist /Chartered Bus Land Transport Operator.
2. Be able to provide vehicles described below:
 - a. Five (5) buses with at least 49 seaters each
 - b. Air-conditioned
 - c. Brand new or at most six (6) years of age and well maintained
 - d. Clean, comfortable, presentable, and in good running condition
 - e. In case of an additional bus, it shall be at the same price or less than the regular price (Kindly indicate the price for the additional bus)
 - f. IATF compliant.
3. Be able to provide five (5) professional drivers.
4. The contractor will be fully responsible for the following:
 - a. All maintenance costs, fuel, lubricant, other consumable costs, and any other related expenses. All the operational costs will be covered by the service provider. NHMFC will not be responsible for any cost incurred during and/or after the shuttle service.
 - b. Provide the buses as required for the contract period. Should a bus develop a mechanical fault in transit, the service provider must provide a replacement within/less than one hour.
 - c. In case of failure to provide the services as agreed upon, NHMFC will find an alternative service provider and all the extra costs incurred will be charged against the contractor/service provider.

- d. The agreed payment rate should be inclusive of any allowance/insurance for contractors' drivers and other involved workers. NHMFC shall not be responsible for any payments to the contractor's workers.
- e. All buses must be covered by comprehensive insurance including passenger's liabilities insurance.

5. Other requirements:

- a. All cost for gasoline and drivers' sleeping quarters, drivers' overtime pays, and toll fee shall be for the account of the service provider.

IV. SUBMISSION, RECEIPT, MODIFICATION, AND WITHDRAWAL OF BIDS

Bidders shall submit their bid proposal through their duly authorized representative.

Bid proposal shall contain the following documents:

DOCUMENTARY AND TECHNICAL REQUIREMENTS

1. Company Profile
2. Proof/Certification from the Department of Tourism (DOT) as an accredited transport operator or Proof/Certification from the Department of Transportation (DOTR)/any related tourist/chartered bus licenses
3. Mayor's/Business Permit
4. PhilGEPS Registration Number
5. Latest Income/Business Tax Return
6. Omnibus Sworn Statement
7. Copy of comprehensive insurance
8. Draft contract

FINANCIAL PROPOSAL

1. The total amount shall be equal to or less than the ABC.
2. All bid prices shall be quoted in Philippine Peso and inclusive of all applicable taxes.

V. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget of the contract is Two Hundred Fifty Thousand Pesos (Php 250,000.00) inclusive of all government taxes and charges.

VI. PAYMENT SCHEMES

Terms of payment to the winning bidder shall be in accordance with the following:

1. Full payment will be settled on or 5 days after the event.
2. Billing shall be based on the guaranteed number of units to be confirmed one (1) week prior to the date of the event proper.
3. A bid exceeding the budget shall be disqualified.

VII. SELECTION CRITERIA

Bid proposals shall be evaluated in accordance with the Evaluation and Selection Criteria. An ocular inspection shall be conducted by the Teambuilding Committee.

A bid is determined to be responsive if it is equal to or higher than the passing rate of **80%**.

VIII. MODE OF PROCUREMENT

The mode of procurement shall be through Small Value Procurement under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

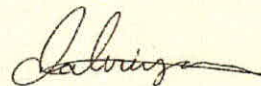
RECOMMENDED BY:

TEAMBUILDING COMMITTEE FOR CY 2022


EMERITO R. ANG, JR.

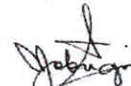

BLAIRE B. BALAGTAS



NOREN M. BUFA


ALVIEYA NICOLE P. DURON

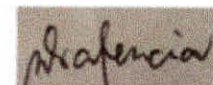

CONSORCIO C. LUBRIO


GANAZE O. MARCAIDA


JASMIN A. OBREGON


PRINCESS RIZA G. ONG


LESTER C. RODRIGUEZ


NELISSA L. VALENCIA


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Chairperson

**APPROVED:
BIDS AND AWARDS COMMITTEE**


PAZ DIVINA A. CABALLERO
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CAROLINA C. CORTEZ
Member
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ATTY. DANTE M. PATAPAT
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