

TERMS OF REFERENCE
TRANSPORTATION SERVICES FOR
NHMFC 2018 CORPORATE TEAMBUILDING

I. BACKGROUND

NHMFC is interested to engage the services of a transport contractor, who will provide transport services to NHMFC employees on its 2018 Corporate Teambuilding on April 27-28, 2018 at Batangas City.

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. Three (3) buses with at least 49 seaters each
 - b. Air conditioned
 - c. Brand new or at most five (5) years of age and well maintained
 - d. Clean, comfortable, presentable and in good running condition
3. Be able to provide three (3) professional drivers.
4. Vehicles maintained in accordance with the approved LTFRB Technical safety certificate for vehicles
5. The contractor will be fully responsible for the following:
 - a. All maintenance cost, fuel, lubricant, other consumable cost 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 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 contractor's workers.
 - e. All buses must be covered by comprehensive insurance including passenger's liabilities insurance
6. 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 Department of Tourism (DOT) as accredited transport operator or Proof/Certification from 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. LTFRB road worthiness and safety certificate
9. Draft contract

FINANCIAL PROPOSAL

1. Total amount shall be equal 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 Eighty Thousand Pesos (Php80,000.00) 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. 15% down payment before the event, balance will be settle on or after the event.
2. Billing shall be based on the guaranteed number of units to be confirmed one (1) week prior to date of event proper.
3. Bid exceeding the budget shall be disqualified.

VII. SELECTION CRITERIA

Bid proposals shall be evaluated in accordance with the Evaluation and Selection Criteria. 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 **75%**.

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.

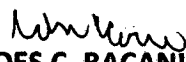
RECOMMENDED BY:

TEAMBUILDING COMMITTEE FOR CY 2018


PAZ DIVINA A. CABALLERO
Chairperson

APPROVED BY:

BIDS AND AWARDS COMMITTEE


LOURDES C. BACANI
Chairperson

ROMEO S. ROLDAN
Vice-Chairperson

Members


DANTE M. PATAPAT

CAROLINA C. CORTEZ


MA. VICTORIA L. ALPAJARO