



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

**BID BULLETIN NO. 1**  
**19 January 2021**

**RENTAL OF SHUTTLE SERVICE FOR THE DEPARTMENT OF HEALTH-  
CENTRAL OFFICE**  
**IB No. 2021-104**

This Bid Bulletin is being issued to amend or modify the posted Bidding Documents in the DOH and PhilGEPS websites, and to clarify all issues and concerns raised during the Pre-Bidding Conference conducted last 12 January 2021. This Bid Bulletin shall form an integral part of the bidding document. The following are the changes in the bidding documents:

**1. Revised Title of the Project**

<b>FROM</b>	<b>TO</b>
Rental of Shuttle Service for the Department of Health	Rental of Shuttle Service for the Department of Health-Central Office

**2. Section I. Invitation to Bid**

<b>Item Description</b>	<b>ORIGINAL</b>	<b>REVISED</b>
<b>Invitation to Bid</b>	A complete set of Bidding Documents may be acquired by interested Bidders on <i>30 December 2020 to 25 January 2021</i> from the given address and website below and upon payment of the applicable fee for the Bidding Documents	A complete set of Bidding Documents may be acquired by interested Bidders on <i>30 December 2020 to 26 January 2021</i> from the given address and website below and upon payment of the applicable fee for the Bidding Documents

**3. Section VI. Schedule of Requirements**

<b>Item Description</b>	
<b>Proposed Route: Refer to Annex A (Allocation List)</b>	Refer to the attached Annex "A"

**4. Response to query raised on Pre-Bid Conference**

<b>PARTICULAR</b>	<b>QUERY</b>	<b>RESPONSE</b>
<b>Printed publication of client profile since two (2) years ago to current with contact details</b>	The Prospective Bidder (PB) asked what particular "printed publication" is needed. If it is a circulating national publication or just company publication.	The PB may submit either circulating national publication or company publication, whichever is convenient, as long as the contact details were present on the same documents for purpose of verification.

The revised Schedule of Requirements is enclosed.

All other provisions indicated in the bidding documents which are not affected by this Bid Bulletin shall remain in effect.

For guidance and information of all concerned.

**LILIBETH C. DAVID, MD, MPH, MPM, CESO I**  
Undersecretary of Health  
Chairperson, COBAC-D

## ***Section VI. Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Total ABC (PhP)</b>	<b>Proposed Route</b>	<b>Project Duration</b>
1	Rental of Shuttle Service for the Department of Health Central Office	1 Lot	7,293,000.00	Refer to Annex A  (Allocation List)	The contract of service shall commence one (1) calendar day upon receipt of approved Notice to Proceed and will provide services for a three (3) month period, maximum of 66 working days (excluding Saturdays, Sundays, and holidays, if necessary) but not later than December 31, 2021.

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

## ***TERMS OF REFERENCE***

<b>Project Title:</b> Procurement of Service Provider for Rental of Shuttle Service for Department of Health Central Office
<ul style="list-style-type: none"> <li>• <b>Type of Service:</b> <b>Contract of Service</b> <input type="checkbox"/> Maintenance <input type="checkbox"/> Managed <input checked="" type="checkbox"/> General</li> </ul>
<ul style="list-style-type: none"> <li>• <b>End-User/Client:</b> <b>Administrative Service - General Services Division</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Funding Source:</b> <input checked="" type="checkbox"/> GOP <input type="checkbox"/> Foreign Funded, please specify _____</li> <li><input type="checkbox"/> Others, please specify _____</li> </ul>
<ul style="list-style-type: none"> <li>• <b>ABC: PhP 7,293,000.00</b></li> </ul>

### **I. RATIONALE**

Commuting through a public utility vehicle was found to be the most common mode of transportation done by the majority of the Department of Health - Central Office (DOH-CO) employees. Different forms of transportation must be taken by a personnel in order to make their way from their residence to the office and vice versa. However, due to the current situation of Covid-19 pandemic, the Office of the President, through the Department of Transportation (DOTr), issued a guideline for physical distancing in public transportation. This results in a limited number of public transportation, moreover, limiting the capacity of commuters who can be accommodated.

In adherence to provide the operational capacity needed and alternative work arrangement within the DOH-CO during the General Community Quarantine (GCQ), shuttle services will be made available by this Agency for its workers. It aims to provide additional transportation requirements of the DOH for its workforce resulting in continuous and effective delivery of our services.

### **II. OBJECTIVES**

To acquire shuttle services from a reputable service provider to meet and augment transportation requirements DOH – CO subject to the terms and conditions stipulated in this Terms of Reference.

### **III. SCHEDULE OF REQUIREMENTS**

#### **A. To provide shuttle services with the following requirements**

Number of Vehicles: 4 Buses/ 5 Coasters

<b>1. Type of Vehicle:</b> Air-conditioned Bus/Coasters
<b>2. Seating Capacity:</b> Must be in conformance with <b>(DOTr Physical Distance Guidelines in Public Transportations must be strictly observed)</b>
<b>3. Vehicle Requirements:</b>
<ul style="list-style-type: none"> <li>• Should be in good running condition</li> <li>• Should have a comprehensive insurance;</li> <li>• Should be clean inside and out, regularly sanitized and free from any unpleasant odor;</li> <li>• Should have atleast audio or video equipment for entertainment system;</li> <li>• Should have partitions/dividers for a full seating capacity option as indicated in IATF resolution no. 85</li> <li>• Should have alcohol/sanitizer and thermal scanner near entrance/exit door(s).</li> </ul>
<b>4. Driver Requirements:</b>
<ul style="list-style-type: none"> <li>• Must possessed Professional Driver’s License</li> <li>• Properly groomed during hours of operation</li> <li>• Familiar with local routes and destinations;</li> <li>• Must have appropriate training/experience and skills relative to their job.</li> </ul>

#### IV. DELIVERABLES/OUTPUTS

To provide and make available the following services to Department of Health

1. The Service Provider must make available for exclusive use of assigned vehicles to the Department of Health;
2. Maintenance and repair services should be carried out by the Service Provider;
3. The Service Provider must ensure that a substitute vehicle is readily available once there is a premature break down of service vehicle;
4. Should there be additional vehicle(s) needed, the same terms and conditions as stipulated in the contract, including rates per route; and **Amendment to Order shall be signed by both parties:**
5. Service Provider must ensure that Rates are inclusive of Driver’s Fee, Fuel, Toll Fee, Parking Fee, Entry Permit Fees, Driver’s Meals, Identification Signage (Tarpaulin/Digital) and all other necessary requirements/clearance for transportation as mandated by law;
6. Responsibility of the Service Provider will start upon the pickup of the first passenger and shall end after the last passenger has alighted from the vehicle at the end of the trip;
7. Service Provider must follow all the dedicated route, pick/up and drop off points (Annex “A”). In case there will be a re-routing due to unforeseen event, the assigned driver, with the consent of their respective supervisor must inform the affected passenger(s);
8. Service Provider must assign a dedicated contact person for the project implementation.
9. Service Provider must provide a proposal suggesting the time allotment for pick up and drop off points. Proposed Arrival and Departure time to and from DOH is 8:00 – 8:30 a.m and 5:00 – 5:30 p.m (This may subject to change upon agreement of both parties).

#### V. PROPOSED TERMS OF PAYMENT AND EXPECTED OUTPUTS TO SUPPORT PAYMENT

1. The service provider must bill the end user at the end of each month.
2. The Agency shall pay the Service Provider in a monthly basis based on the services provided subject to withholding of any lawful charges and subject further to the presentation by the contractor of such documents as required by existing government auditing and accounting rules and regulations
3. The cost indicated on the billing must be inclusive of all applicable government taxes.

#### VI. SERVICE STANDARD REQUIREMENT

The Department of Health shall conduct an assessment or evaluation of the Service Provider before the end of each month and will consolidate the results prior to end of contract.

1. The Service Provider/Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on the on the criteria prescribed as follows.
2. Performance Criteria and weight:

No.	Criteria	Weight
a.	<b>Quality of service delivered/provided</b> -Requirements for vehicle, driver and service needed for implementation of the project were properly carried out.	60
b.	<b>Time management</b> -Service provider were cautious on the agreed arrival and departure time on specified locations and immediately notify the passengers when there	40

	is a change on the agreed pickup and drop off time	
	<b>TOTAL</b>	<b>100%</b>

3. The Service Provider/Contractor shall obtain at least 85%, the minimum score for satisfactory rating based on the following rating standards:

Adjectival Rating	Numerical Rating
Very Satisfactory	90% – 100%
Satisfactory	80% - 89%
Needs Improvement	70% - 79%
Poor	69% - below

4. Based on the assessment, the DOH may pre-terminate the contract for failure by the Service Provider/Contractor to perform its obligation thereon following the procedure prescribed under the Guidelines on termination of Contracts under Resolution No. 018-2004 dated 22, December. 2004 issued by the Government Procurement Policy (GPPB);

## VII. PROJECT SITE

Department of Health Central Office, Rizal Avenue, Sta. Cruz Manila

## VIII. PROJECT DURATION/ SCHEDULE OF REQUIREMENTS

The contract of service shall commence one (1) calendar day upon receipt of approved Notice to Proceed and will provide services for a three (3) month period, maximum of 66 days (excluding Saturdays, Sundays and holidays if necessary) but not later than December 31, 2021.

## IX. IMPLEMENTATION ARRANGEMENTS

### A. Contacts:

**1. ENGR. DAVID P. MASIADO JR., MM**  
 OIC – Director IV, Administrative Service  
 Bldg. 19, Ground Floor  
 651 – 7800 local 3508  
 davemasiado@gmail.com

**2. ENGR. MARLOUIE ALDRIENE L. PANIT**  
 Administrative Officer V, AS GSD  
 Bldg. 19, Ground Floor  
 651 – 7800 local 2913  
 emalp.doh@gmail.com

### B. Project Management or Contract Administration Arrangement:

1. The service provider shall provide first the complete list Driver's Information (Including Name, Contact Number and Photocopy of License), Plate number(s) of assigned vehicles to the Director IV of Administrative Service prior project implementation.
2. All statement of billings and service reports shall be directly submitted to the Administrative Service prior to acceptance and validation.
3. The Service Provider, during the period of use of the vehicle service may opt to pre-

terminate the contract after obtaining the consent of the end user. In case of Total Lockdown the end user shall be charged only for the actual services rendered.

4. In the event of force majeure or order from government authorities, both parties upon due notification to their authorized representative reserve the right to cancel the trip covered by this agreement and/or turn back to the point of origin. In such event, the parties shall not be held liable for damage that may be caused thereby.

**X. FIRM/SERVICE PROVIDER'S CAPABILITY/EXPERTISE**

Service provider should be engage in shuttle service or similar in nature services authorized under the Philippine Law.

**XI. ELIGIBILITY & POST-QUALIFICATION OF PROSPECTIVE SERVICE PROVIDERS**

1. Proven experience in shuttle service provision as evidenced in Company Profile, Printed publication of client profile since 2 years ago to current with contact details and List of retained clients for the past year
2. Site visit(s) shall be undertaken by the COBAC and/or a duly constituted TWG to validate claims and documents submitted by LCB.

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email Address]*

## Annex "A"

ROUTE	TYPE	SEATING CAPACITY	QTY.	RATE PER DAY	NO. OF DAYS	TOTAL AMOUNT
Waltermart Sta. Maria Bulacan to DOH and vice versa	Coaster	at least 13	1	13,000.00	66	858,000.00
Mini Stop Brgy. Bangkal Meycauayan Bulacan to DOH and vice versa	Bus	at least 24	1	15,000.00	66	990,000.00
SM Tungko (San Jose Del Monte Bulacan) to DOH and vice versa	Bus	at least 24	2	15,000.00	66	990,000.00
Navotas to DOH and vice versa	Coaster	at least 13	1	9,000.00	66	594,000.00
Dasmariñas Cavite to DOH and vice versa	Bus	at least 24	1	18,000.00	66	1,188,000.00
SM San Mateo to DOH and vice versa	Bus	at least 24	1	12,500.00	66	825,000.00
SM Masinag to DOH and vice versa	Coaster	at least 13	1	10,000.00	66	660,000.00
Novaliches to DOH and vice versa	Coaster	at least 13	1	9,000.00	66	594,000.00
LRT Baclaran to DOH and vice versa	Coaster	at least 13	1	9,000.00	66	594,000.00
<b>TOTAL</b>						<b>7,293,000.00</b>

\_\_\_\_\_  
Signature over Printed Name  
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