

TERMS OF REFERENCE

QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 2 QUEZON CITY HALL TO LITEX (AND VICE VERSA)

I. BACKGROUND

It is the vision of Quezon City Government (the City) to provide quality service which will make Quezon City an ideal community. To fulfill this, one of the problems the City wanted to resolve is to ease the traffic congestion in Quezon City by adopting a more efficient mode of transportation that enables the limited road space to be used more productively.

Moreover, in light of the current Coronavirus Disease 2019 (COVID-19) Pandemic, the public is burdened caused by suspension of public transportation. Due to this absence, citizens could only resort to private vehicles, motorcycles, bicycles, and when possible, walking.

Part also of the new normal is the observance of physical distancing, which prevents the transportation services from operating at full capacity, which leads to crowding of the commuters out in the streets waiting for a ride.

The City's adequate and feasible solution to these problems is to offer the public a Bus Augmentation Program within the territorial jurisdiction of Quezon City.

II. PROJECT DESCRIPTION

The Project is to provide City Buses to the public in designated pick-up and drop-off points within Quezon City, through acquiring services from Bus Operators.

III. OBJECTIVES

The Bus Augmentation Program aims to provide safety, convenience, and comfort to the commuters by providing special bus routes within Quezon City.

IV. SCOPE OF WORK

1. Area of Coverage

The Bus Operator shall provide City Buses according to the set schedule for Quezon City Hall to Litex (and Vice Versa) Route.

Attached hereto is ANNEX A for the specific routes with designated pick-up and drop-off points.

WEEKDAY SCHEDULE (MONDAY TO FRIDAY)						
ROUTE 2		AM PEAK HOURS (5:00 - 8:00 AM)	AM INTERMEDIATE HOURS (8:01 AM - 10:00 AM)	OFF PEAK HOURS (10:01 AM - 3:00 PM)	PM INTERMEDIATE HOURS (3:01 - 4:00 PM)	PM PEAK HOURS (4:01 PM - 9:00 PM)
Litex to Quezon City Hall <i>Distance: 10.6 Kilometers</i> <i>Pick-up and Drop-off Points: Four (4)</i>	ESTIMATED TRAVEL TIME	43 Minutes	43 Minutes	28 Minutes	43 Minutes	43 Minutes
	DEPARTURE INTERVAL	7.5 Minutes	12.5 Minutes	30 Minutes	12.5 Minutes	7.5 Minutes
Quezon City Hall to Litex <i>Distance: 9.1 Kilometers</i> <i>Pick-up and Drop-off Points: Three (3)</i>	ESTIMATED TRAVEL TIME	41 Minutes	41 Minutes	26 Minutes	41 Minutes	41 Minutes
	DEPARTURE INTERVAL	7.5 Minutes	12.5 Minutes	30 Minutes	12.5 Minutes	7.5 Minutes

WEEKEND SCHEDULE (SATURDAY AND SUNDAY)						
ROUTE 2		AM PEAK HOURS (5:00 - 8:00 AM)	AM INTERMEDIATE HOURS (8:01 AM - 10:00 AM)	OFF PEAK HOURS (10:01 AM - 3:00 PM)	PM INTERMEDIATE HOURS (3:01 - 4:00 PM)	PM PEAK HOURS (4:01 PM - 9:00 PM)
Litex to Quezon City Hall <i>Distance: 10.6 Kilometers</i> <i>Pick-up and Drop-off Points: Four (4)</i>	ESTIMATED TRAVEL TIME	39 Minutes	39 Minutes	39 Minutes	39 Minutes	39 Minutes
	DEPARTURE INTERVAL	15 Minutes	15 Minutes	30 Minutes	15 Minutes	15 Minutes
Quezon City Hall to Litex <i>Distance: 9.1 Kilometers</i> <i>Pick-up and Drop-off Points: Three (3)</i>	ESTIMATED TRAVEL TIME	23 Minutes	23 Minutes	23 Minutes	23 Minutes	23 Minutes
	DEPARTURE INTERVAL	15 Minutes	15 Minutes	30 Minutes	15 Minutes	15 Minutes

Attached hereto is **ANNEX B** for the schedule of trips.

The departure intervals may be adjusted upon mutual agreement.

2. In general, the Bus Operator shall comply with the following:

- a. The City Buses must leave according to the exact scheduled time of departure and interval as presented in Item IV.1 of this Terms of Reference.

The Bus Operator shall not be held liable for Ten (10) Minutes of delay in departure time due to unusual traffic congestion and delays due to breakdown, accidents, and other circumstances beyond its control.

- b. In the event of City Bus breakdown or accident which puts the said bus out of service, the Bus Operator shall replace it with another bus unit for deployment.
- c. Ensure that all trips of the City Buses are supported with trip tickets, which should be validated by the assigned Conductor. The trip ticket to be used is attached hereto as **ANNEX C**.
- d. The City Buses will be parked in the Bus Operator's designated Depot.
- e. Maintenance and sanitation of City Buses.

- 3. In relation to the COVID-19 pandemic, to prevent the spread of the virus, the Bus Operator, with assistance of the Conductor designated by the City, shall implement the following:¹**
- a. At the garage/terminal prior to and after operations:
 - i. For Bus Operators, prior to dispatch, all safety officers must regularly examine the drivers' fitness to work by checking their body temperature and screening/detecting any symptoms of COVID-19. Only those allowed outside of residence under IATF guidelines are allowed to drive or be a conductor. Should a driver show symptoms of COVID-19, he/she shall be prohibited to report to work and shall be subjected to quarantine immediately.
 - ii. Aside from the routine pre-dispatch inspection, bus units shall be sprayed with disinfecting agent.
 - iii. Bus Operator must regularly check the availability of the thermal scanner in each bus unit upon dispatch.
 - b. During operations:
 - i. Drivers and conductors shall wear masks, face shield², and gloves at all time.
 - ii. Commuters are required to wear masks in order to be allowed to board (No Face Mask and No Face Shield², No Ride).
 - iii. If Omnibus Franchising Guidelines Compliant units, preferably with Automatic Fare Collection System (AFCS) facility in collecting the fare, if applicable.
 - iv. For those without AFCS, conductors shall collect fares prior to boarding, if applicable.
 - v. All buses must be equipped with thermal scanners while plying the route for checking of body temperature for all passengers prior to boarding. Those with body temperature of 38 degrees centigrade or higher shall not be allowed to board the vehicle. Hence, commuters with fever are not advised to travel.
 - vi. All frequently touched areas or surfaces of the vehicle such as but not limited to seats, armrests, handles shall be disinfected at least once every three (3) hours if the vehicle is in continuous operation.
 - vii. Operators/Drivers should provide a foot-disinfectant or foot bath for passengers prior to boarding.
 - viii. Physical distancing must at all times be observed inside the City Buses. Thus, passenger load must not exceed 50% or half of the vehicle's seating capacity (excluding driver and conductor), passengers should be seated one seat apart; no standing passengers shall be allowed.
 - ix. Bus Operators shall install impermeable barriers to seal off the driver's compartment and between rows of seats that are less than one (1) meter apart if they wish to maximize 50% passenger load.
 - x. Bus Operators shall put a marking on the seats of the City Buses where the passengers must occupy.
 - xi. All safety officers must regularly examine the drivers' and conductors' fitness to work by checking their body temperature and screening/detecting any symptoms of COVID-19. Should a driver or conductor show symptoms of COVID-19, he/she shall be prohibited to report to work and shall be subjected to quarantine immediately.
 - c. Contact Tracing:
 - i. To facilitate contact tracing, as the need arises, drivers/conductors shall provide each passenger upon boarding with a Passenger Contact Form (sample is hereto attached as **ANNEX D**) which must be filled up by the passenger and submitted prior to alighting the bus. Each bus must be provided with the drop box for this purpose. Electronic equivalent of the Passenger Contact Form may be accepted.
 - ii. For easier contact tracing, passengers are advised to take note of the plate number or body number of the City Bus they rode, date and time they boarded, and the route they took. Operators/Drivers shall display this reminder with the plate number of the vehicle prominently visible to all passengers.

¹ Land Transportation Franchising & Regulatory Board (LTFRB) Memorandum Circular No. 2020-019, Guidelines for the Operations of Public Utility Buses (PUBs) During the Period of General Community Quarantine in Metro Manila, 8. Conditions for the Special Permit and 11. Contact Tracing.

² In compliance with LTFRB Memorandum Circular 2020-033, Amendment to MC 2020-031 "Requirements for Drivers, Conductors and Passengers Inside PUVS.

The provisions for the prevention of spread of COVID-19 is subject to change in view of any changes with the Government's directions. In case of updates in the guidelines, the Project Implementor shall provide a notice to the Bus Operator within twenty-four (24) hours upon issuance of new guidelines, which must be acknowledged and implemented immediately by the latter.

V. RESPONSIBILITIES OF QUEZON CITY GOVERNMENT

1. The City, thru General Services Department, will inspect the bus units before putting into service under the provisions of this Terms of Reference. Representative from the Bus Operator shall be present during the inspection.
2. The City will designate one Conductor, from Task Force on Transport and Traffic Management, for each City Bus deployed.
3. The Conductor will assist the Bus Operator/Driver in complying the guidelines for the prevention of spread of COVID-19, under Section IV.3 in this Terms of Reference, particularly:
 - a. Requiring the passengers to wear face mask and face shield in order to be allowed to board.
 - b. Checking of body temperature of all passengers prior to boarding.
 - c. Checking if physical distancing is complied at all times.
 - d. Requiring all passengers to fill-out the manual or electronic Passenger Contact Forms.
4. Information dissemination regarding the Quezon City Bus Augmentation Program, indicating the schedule and designated pick-up and drop-off points.
5. For the public to properly identify the bus stops, the City shall place signages on each designated pick-up and drop-off points.

VI. PROJECT DURATION

The Project duration will be three (3) months and fifteen (15) days upon signing of contract.

VII. PROJECT IMPLEMENTOR

The Office of the City Mayor (OCM) shall be the Project Implementor on behalf of the Quezon City Government and shall be in-charge of ensuring the successful execution of the Project.

VIII. PROJECT STANDARDS AND REQUIREMENTS

In addition to the requirements provided under Republic Act (R.A.) 9184 and its Revised Implementing Rules and Regulations (RIRR), otherwise known as the "Government Procurement Reform Act", the Bus Operator shall also comply with the following requirements:

1. General Requirements
 - a. Submit a detailed time schedule of bus deployment based on the set departure interval in Section IV.1 of this Terms of Reference.
 - b. With valid and existing Certificate of Public Convenience (CPC) for Public Utility Buses³ or that Application for Extension of Validity of CPC has been filed for expired CPCs, or with Provisional Authority for PUB provided valid during the duration of contract and subject to confirmation of LTFRB.
 - c. Have at least thirty (30) years of relevant transport experience.
 - d. Have at least two (2) existing Bus Depot located within Quezon City.
 - e. Have dedicated unit for safety, health and sanitation.
 - f. Fully responsible for the operations of the City Buses and ensure that the Driver operates the City Buses in accordance with applicable law.
 - g. Fully responsible for the payment of salary and other benefits to its Drivers as required by the governing labor laws.
 - h. Assign one (1) driver for each City Bus deployed.

³ In compliance with LTFRB Memorandum Circular No. 92-009 Implementing Guidelines on the Department of Transportation and Communications Department Order No. 92-587 Defining the Policy Framework for the Regulation of Transportation Services

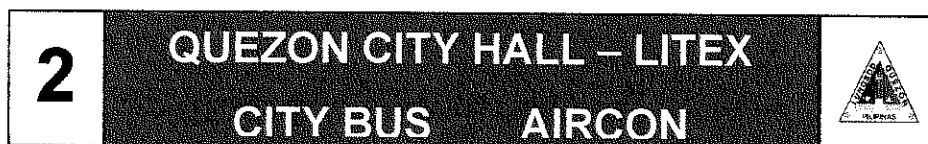
- i. Submit list of unique registration numbers of bus units to be provided in the City. The bidder/bus operator must have a fleet size of twenty (20) buses.

The required minimum number of bus to ply the route is eleven (11) units.

- j. Submit list of Names and Professional Driver's License Number of drivers involved in this Service Agreement.
- k. Have a sign by the door of the bus that prominently states "No Face Mask and No Face Shield, No Ride".
- l. Have one (1) Thermal Scanner for each bus.
- m. For Contact Tracing, in compliance with Item IV.3.c.i of this Terms of Reference:
 - i. For manual forms, have one (1) drop box for each bus.
 - ii. For electronic forms, have unique Quick Response (QR) Code for each bus.
 - The QR Code must be prominently displayed at the entry points of the vehicle that can be easily accessed for scanning. The QR Code must adhere to the following specifications:
 - The QR Code must be 3 inches by 3 inches in size
 - The QR Code must have the following information (in order):
 - Bus plate number (7 characters)
 - Bus registration number (9 characters)
 - Company name (maximum of 20 characters)
 - Name of Passenger
 - Contact Number
 - Date of Trip
 - Time of Trip
 - Destination
 - The QR Code itself must be resistant to water, dirt, and fading
 - iii. Responsible for safekeeping of all Passenger Contact Forms
- n. Each bidder/bus operator should not have similar proprietors, partners and directors for the route being bid of the Quezon City Bus Augmentation Program.

2. Conditions of the Bus Units:

- a. With registration documentation in the bus/number plates affixed to the bus unit as required by law.
- b. Bus units must be currently registered and with valid Passenger Insurance Policy.⁴
- c. With minimum passenger capacity of forty-five (45) during normal operations, but physical distancing measures shall be observed as stated in Section IV.3.b. of this Terms of Reference.
- d. Must be airconditioned units.
- e. The bus route must be indicated outside the bus units using a sticker. The layout is presented below wherein the specifications/dimensions must be in compliance with LTFRB Memorandum Circular Number 2019-055 Amendment on the Current Markings for Public Utility Bus/Minibus Service, attached hereto as ANNEX E.



3. Requirements for the Drivers:

- a. Should be a holder of Professional Driver's License; with safe and clean driving record; and knowledge of driving rules and regulations.
- b. Should be a holder of NC III Certificate for Passenger Bus.
- c. Should not consume alcohol and not smoke while on duty.
- d. Familiar with local routes and destinations.
- e. Properly attired during hours of operation.
- f. Observe the rules of the road at all times.
- g. Observe at all times basic courtesy to passenger/s, fellow motorists, and road authorities.

⁴ In compliance with LTFRB Memorandum Circular Number 2000-010 Amending Memorandum Circular No. 99-011 (Passenger Accident Insurance Requirement for PUV Operators)

4. Ridership Tracking – the bus operator shall have the capability of implementing a ridership tracking system integrated with QCitizen ID System.
 - a. Each bus must have a QR Code prominently displayed at the entry points of the vehicle that can be easily accessed for scanning. The QR Code must adhere to the following specifications:
 - i. The QR Code must be 3 inches by 3 inches in size
 - ii. QR Code must have the following information (in order):
 - Company code (3 characters, to be assigned by Quezon City)
 - Bus plate number (7 characters)
 - Bus registration number (9 characters)
 - Company name (maximum of 20 characters)
 - Checksum (3 characters, to be supplied by Quezon City)
 - iii. The QR Code itself must be resistant to water, dirt, and fading
 - b. Each bus must have a provision to mount a scanning device at each entry point. The provision must allow for the scanning device to be installed at waist level, and it should be possible to power the device using the bus electrical system.
 - c. Each bus should be ready to integrate with an Auto Fare Collection System that will be nominated by the City.

IX. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Thirty-Four Million and Eight Hundred Sixty Thousand Pesos (Php 34,860,000) inclusive of all relevant taxes and fees.

The detailed breakdown of approved budget for the contract is:

Cost per Trip:	
a. Service Fees (Inclusive of Fuel, Manpower, and Passenger Insurance)	
b. Other Fees (Sanitation, Repairs and Maintenance, and Parking Fee)	
Total Cost per Trip (inclusive of applicable taxes)	
Total Number of Trips for 3 Months and 15 Days	17,430
Total Budget for the Contract	Php 34,860,000

The source of fund is the Office of the City Mayor.

X. PROJECT COST ADJUSTMENT

As stated in Section 61.2 of R.A. 9184 and its RIRR, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other such as acts of the Government of the Philippines, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss basis.

XI. TERMS OF PAYMENT

The payment shall be based on the number of completed trips rendered per day, upon compliance with the requirements of this Terms of Reference.

The Bus Operator shall provide Letter Request for payment to the OCM, Project Implementor, on a monthly basis with the following attachments:

- a. Statement of Account (Billed to Quezon City Government)
- b. Report on Actual Trips per Day for the Month supported by Daily Trip Tickets

XII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the Quezon City Government shall constitute an offense and shall subject the Transport Service Provider to penalties and or liquidated damages pursuant to R.A. 9184 and its RIRR.

XIII. CANCELLATION OR TERMINATION OF CONTRACT

Should there be any dispute, controversy or difference between the parties arising out of this Terms of Reference, the parties shall exert efforts to amicably settle such dispute or difference. However, if any dispute, controversy or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress exclusively before a court of competent jurisdiction within Quezon City.

The guidelines contained in R.A. 9184 and its RIRR shall be followed in the termination of this service contract.

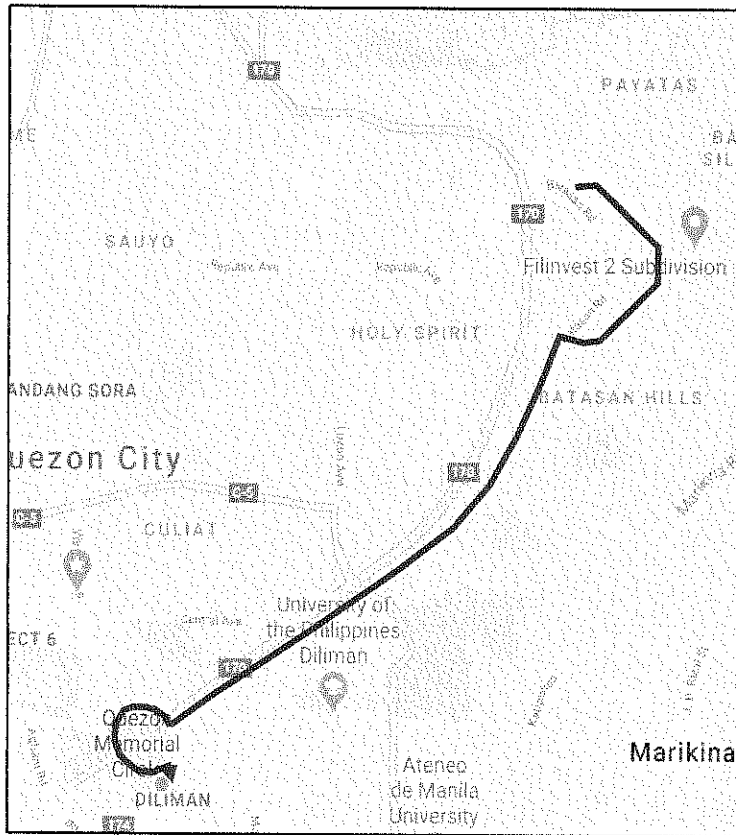
Recommending Approval:



MICHAEL VICTOR N. ALIMURUNG
City Administrator *MA*

ANNEX A: DESIGNATED PICK-UP AND DROP-OFF POINTS

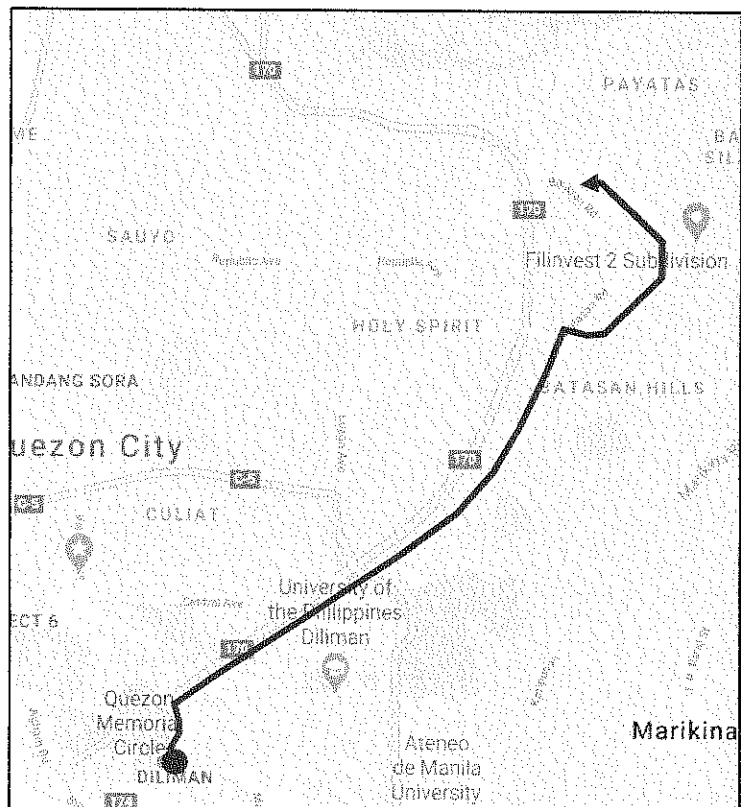
ROUTE 2.1. LITEX TO QUEZON CITY HALL



ROUTE
 Litex - IBP Road
 Commonwealth Avenue
 Quezon Memorial Circle
 Quezon City Hall

- PICK-UP AND DROP-OFF POINTS**
1. IBP Rd. / Litex
 2. IBP Rd. / Freedom Park
 3. Filinvest Rd. / IBP Road
 4. Quezon City Hall

ROUTE 2.2. QUEZON CITY HALL TO LITEX



ROUTE:
 Quezon City Hall
 Commonwealth Avenue
 IBP Road
 Litex

- PICK-UP AND DROP-OFF POINTS**
1. Quezon City Hall
 2. Fillinvest Rd. / IBP Road
 3. IBP Road in front of QCU Batasan

ANNEX B: SCHEDULE OF TRIPS

WEEKDAYS			WEEKENDS		
Time	Litex to QC Hall	QC Hall to Litex	Time	Litex to QC Hall	QC Hall to Litex
	AM PEAK HOURS			AM PEAK HOURS	
5:00 AM	Trip 1	Trip 89	5:00 AM	Trip 1	Trip 56
5:07 AM	Trip 2	Trip 90	5:15 AM	Trip 2	Trip 57
5:15 AM	Trip 3	Trip 91	5:30 AM	Trip 3	Trip 58
5:22 AM	Trip 4	Trip 92	5:45 AM	Trip 4	Trip 59
5:30 AM	Trip 5	Trip 93	6:00 AM	Trip 5	Trip 60
5:37 AM	Trip 6	Trip 94	6:15 AM	Trip 6	Trip 61
5:45 AM	Trip 7	Trip 95	6:30 AM	Trip 7	Trip 62
5:52 AM	Trip 8	Trip 96	6:45 AM	Trip 8	Trip 63
6:00 AM	Trip 9	Trip 97	7:00 AM	Trip 9	Trip 64
6:07 AM	Trip 10	Trip 98	7:15 AM	Trip 10	Trip 65
6:15 AM	Trip 11	Trip 99	7:30 AM	Trip 11	Trip 66
6:22 AM	Trip 12	Trip 100	7:45 AM	Trip 12	Trip 67
6:30 AM	Trip 13	Trip 101	8:00 AM	Trip 13	Trip 68
6:37 AM	Trip 14	Trip 102		AM INTERMEDIATE HOURS	
6:45 AM	Trip 15	Trip 103	8:15 AM	Trip 14	Trip 69
6:52 AM	Trip 16	Trip 104	8:30 AM	Trip 15	Trip 70
7:00 AM	Trip 17	Trip 105	8:45 AM	Trip 16	Trip 71
7:15 AM	Trip 18	Trip 106	9:00 AM	Trip 17	Trip 72
7:22 AM	Trip 19	Trip 107	9:15 AM	Trip 18	Trip 73
7:30 AM	Trip 20	Trip 108	9:30 AM	Trip 19	Trip 74
7:37 AM	Trip 21	Trip 109	9:45 AM	Trip 20	Trip 75
7:45 AM	Trip 22	Trip 110	10:00 AM	Trip 21	Trip 76
7:52 AM	Trip 23	Trip 111		OFF-PEAK HOURS	
8:00 AM	Trip 24	Trip 112	10:30 AM	Trip 22	Trip 77
	AM INTERMEDIATE HOURS		11:00 AM	Trip 23	Trip 78
8:12 AM	Trip 25	Trip 113	11:30 AM	Trip 24	Trip 79
8:25 AM	Trip 26	Trip 114	12:00 NN	Trip 25	Trip 80
8:37 AM	Trip 27	Trip 115	12:30 PM	Trip 26	Trip 81
8:50 AM	Trip 28	Trip 116	1:00 PM	Trip 27	Trip 82
9:02 AM	Trip 29	Trip 117	1:30 PM	Trip 28	Trip 83
9:15 AM	Trip 30	Trip 118	2:00 PM	Trip 29	Trip 84
9:27 AM	Trip 31	Trip 119	2:30 PM	Trip 30	Trip 85
9:40 AM	Trip 32	Trip 120	3:00 PM	Trip 31	Trip 86
9:52 AM	Trip 33	Trip 121		PM INTERMEDIATE HOURS	
10:05 AM	Trip 34	Trip 122	3:15 PM	Trip 32	Trip 87
	OFF-PEAK HOURS		3:30 PM	Trip 33	Trip 88
10:35 AM	Trip 35	Trip 123	3:45 PM	Trip 34	Trip 89
11:05 AM	Trip 36	Trip 124	4:00 PM	Trip 35	Trip 90
11:35 AM	Trip 37	Trip 125		PM PEAK HOURS	
12:05 PM	Trip 38	Trip 126	4:15 PM	Trip 36	Trip 91
12:35 PM	Trip 39	Trip 127	4:30 PM	Trip 37	Trip 92
1:05 PM	Trip 40	Trip 128	4:45 PM	Trip 38	Trip 93
1:35 PM	Trip 41	Trip 129	5:00 PM	Trip 39	Trip 94
2:05 PM	Trip 42	Trip 130	5:15 PM	Trip 40	Trip 95
2:35 PM	Trip 43	Trip 131	5:30 PM	Trip 41	Trip 96
3:05 PM	Trip 44	Trip 132	5:45 PM	Trip 42	Trip 97
	PM INTERMEDIATE HOURS		6:00 PM	Trip 43	Trip 98
3:17 PM	Trip 45	Trip 133	6:15 PM	Trip 44	Trip 99
3:30 PM	Trip 46	Trip 134	6:30 PM	Trip 45	Trip 100
3:47 PM	Trip 47	Trip 135	6:45 PM	Trip 46	Trip 101
4:00 PM	Trip 48	Trip 136	7:00 PM	Trip 47	Trip 102
	PM PEAK HOURS		7:15 PM	Trip 48	Trip 103
4:07 PM	Trip 49	Trip 137	7:30 PM	Trip 49	Trip 104
4:15 PM	Trip 50	Trip 138	7:45 PM	Trip 50	Trip 105
4:22 PM	Trip 51	Trip 139	8:00 PM	Trip 51	Trip 106
4:30 PM	Trip 52	Trip 140	8:15 PM	Trip 52	Trip 107
4:37 PM	Trip 53	Trip 141	8:30 PM	Trip 53	Trip 108
4:45 PM	Trip 54	Trip 142	8:45 PM	Trip 54	Trip 109
4:52 PM	Trip 55	Trip 143	9:00 PM	Trip 55	Trip 110
5:00 PM	Trip 56	Trip 144			
5:07 PM	Trip 57	Trip 145			
5:15 PM	Trip 58	Trip 146			
5:22 PM	Trip 59	Trip 147			
5:30 PM	Trip 60	Trip 148			
5:37 PM	Trip 61	Trip 149			
5:45 PM	Trip 62	Trip 150			
5:52 PM	Trip 63	Trip 151			
6:00 PM	Trip 64	Trip 152			
6:07 PM	Trip 65	Trip 153			
6:15 PM	Trip 66	Trip 154			
6:22 PM	Trip 67	Trip 155			
6:30 PM	Trip 68	Trip 156			
6:37 PM	Trip 69	Trip 157			
6:45 PM	Trip 70	Trip 158			
6:52 PM	Trip 71	Trip 159			
7:00 PM	Trip 72	Trip 160			
7:07 PM	Trip 73	Trip 161			
7:15 PM	Trip 74	Trip 162			
7:22 PM	Trip 75	Trip 163			
7:30 PM	Trip 76	Trip 164			
7:37 PM	Trip 77	Trip 165			
7:45 PM	Trip 78	Trip 166			
7:52 PM	Trip 79	Trip 167			
8:00 PM	Trip 80	Trip 168			
8:07 PM	Trip 81	Trip 169			
8:15 PM	Trip 82	Trip 170			
8:22 PM	Trip 83	Trip 171			
8:30 PM	Trip 84	Trip 172			
8:37 PM	Trip 85	Trip 173			
8:45 PM	Trip 86	Trip 174			
8:52 PM	Trip 87	Trip 175			
9:00 PM	Trip 88	Trip 176			

ANNEX C: TRIP TICKET

The attached Trip Ticket is sample only. Information regarding Route is subject to modification, depending on designated Stops per Route attached hereto as ANNEX A.

Republic of the Philippines
OFFICE OF THE CITY MAYOR
TASK FORCE FOR TRANSPORT AND TRAFFIC MANAGEMENT
3777 P.O. Building, City Hall Complex, Kalayaan Ave. cor. Gate 3, Quezon City

QC HALL TO NOVA BAYAN

Date: _____

ESCORT TRIP TICKET / DATA

NAME OF BUS: _____ BUS NO: _____
 BUS'S DRIVER NAME: _____
 ESCORT: 1. _____ 2. _____
 TIME OF DEPARTURE: _____

PURPOSE:	ROUTE	TIME	DC LIBRENO SAKAY		TOTAL PASSENGER
			PASSENGER LOADED	PASSENGER UNLOADED	
	QC Hall (NHA)				
	Agham Road (PMMC)				
	Mananap Avenue (Lingayen)				
	Road 1 (Project 6)				
	Metro North Hospital				
	Tandang Sora (St. Dominic)				
	D. Noyola (St. Rita Bldg. Hall)				
	Kingspoint				
	Sagayan (Administrative)				
	OCU (Bldg. San Benito corner)				
	Rocky As (Bldg. San Benito)				
	SM Novena				
	Ntang Street (Bldg. Guided)				
	Paradise Hills				
	SB Plaza Nova Bayan				
	TOTAL				
RETURN TRIP					
	SB Plaza (Nova Bayan)				
	Ntang (Guided)				
	Rocky As (Subdiv. San Benito)				
	OCU (Bldg. San Benito corner)				
	Sagayan (Administrative)				
	Kingspoint (Subdiv. San Benito)				
	Adriano (NHA)				
	D. Noyola				
	Tandang Sora				
	Road 20				
	Coronel Avenue (Forward)				
	Road 5 (Bldg. Project 6)				
	North Avenue (McDonnell)				
	SA North				
	YAMAHA (OSHC)				
	Quezon Avenue (PMMC)				
	Long Center				
	QC Hall (NHA)				
	TOTAL				

Dispatched By: _____
 Printed Name Over Signature
 Escort: Printed Name Over Signature

Republic of the Philippines
OFFICE OF THE CITY MAYOR
TASK FORCE FOR TRANSPORT AND TRAFFIC MANAGEMENT
3777 P.O. Building, City Hall Complex, Kalayaan Ave. cor. Gate 3, Quezon City

ESCORT TRIP TICKET / DATA

BUS # _____
 PLATE # _____
 BUS'S DRIVER NAME _____
 DATE: _____
 ESCORT 1. _____ 2. _____

Q.C HALL Departure time _____
 Q.C HALL arrival time _____

TOTAL OF PASSENGER'S: _____

PURPOSE: _____ TO FETCH / PICK UP AND DROP OFF HEALTH WORKER WITH IN Q.C.A.O.R.


PLACES VISITED / ROUTE _____

DISPATCHED BY: _____

ESCORT / SIGNATURE _____

ANNEX D: PASSENGER CONTACT FORM

D.1. MANUAL FORM

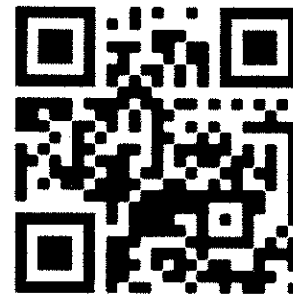
 **REPUBLIC OF THE PHILIPPINES**
QUEZON CITY GOVERNMENT

This form is for **CONTACT TRACING PURPOSES**
(in accordance with IATF, DOTr and LTFRB Guidelines)

NAME: _____
 CONTACT NO.: _____
 DATE OF TRIP: _____ TIME: _____
 PLATE NO.: _____ DESTINATION: _____

Please fill-up the form completely

D.2. SAMPLE QR CODE WITH SAMPLE DATA



ANNEX E: BUS MARKINGS



Republic of the Philippines
Department of Transportation
LAND TRANSPORTATION FRANCHISING & REGULATORY BOARD
East Avenue, Quezon City

MEMORANDUM CIRCULAR
NUMBER 2019-055

SUBJECT: AMENDMENT ON THE CURRENT MARKINGS FOR PUBLIC UTILITY BUS (PUB)/ MINIBUS SERVICE

WHEREAS, the Board has from time to time issued several policies pertaining to the required markings for public utility vehicles as a means to minimize or prevent abuses of public utility drivers, consistent with its mandate to provide safe, convenient, comfortable public land transportation;

WHEREAS, it is pursuant to Memorandum Circular No. 2012-008, 2015-025 and 2015-030 where the necessary markings for PUB/Minibus including its corresponding measurement/size were set;

WHEREAS, recently, it was observed that the panel route and its classification as to whether a particular PUB is city or provincial bus can hardly be ascertained due to installed transit advertisement in the bus axle to axle portion;

NOW THEREFORE, by virtue of the Board's power to promulgate rules and regulations concerning public land based transportation, particularly Public Utility Bus/Minibus for easy identification, the Board hereby **RESOLVES** and adopts the following markings to be permanently written outside the bus/minibus unit:

1. At the topmost front windshield: **ROUTE**

With the following sizes

- Height: 6 inches
- Width: Varies according to letter
- Thickness: 3/4 inches
- Color: Red, White or Black

Bus Classification and Bus Type

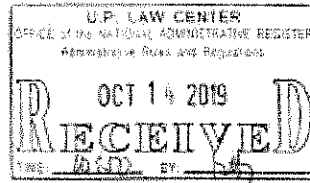
- Height: 4 inches
- Width: Varies according to letter
- Thickness: 1/2 inches
- Color: Red, White or Black

Sample design with the corresponding measurement/dimension is hereto attached as Annex "A".

2. At the entrance/exit door side : **ROUTE**

- Height: 6 inches
- Width: Varies according to letter
- Thickness: 3/4 inches
- Color: Red, White or Black

(Below the Route is the Company/Trade Name)



Sample design with the corresponding measurement/dimension is hereto attached as Annex "B".

3. At the lower rear portion

LTFRB 24/7 Hotline: 1342
Text/Viber Hotlines: 0917-550-1342
0998-550-1342

Height: 3 inches
Width: Varies according to letter
Thickness: 1/2 inches
Color: Red, White or Black

Sample design with the corresponding measurement/dimension is hereto attached as Annex "B"

4. Company Name or Trade Name

To be printed at the front of the bus below the windshield and at the rear windshield

Height: 3 inches
Width: 1 inch
Thickness: 1/2 inch
Color: Red, White or Black

Sample design with the corresponding measurement/dimension is hereto attached as Annex "B"

RESOLVED further that the capacity markings and the markings for the chassis and motor numbers at the rear fender of the bus/minibus unit be removed.

Operator/s found not complying with this Circular shall constrain the Board to withhold approval of the confirmation of unit or its franchise suspended, after due notice and hearing.

This Memorandum Circular shall be effective immediately upon its publication in the Official Gazette or in a news paper of general circulation.

SO ORDERED.

Quezon City, Philippines, 11 OCT 2019

EFFECTIVITY
DATE: 14 OCT 2019

Martin B. Delgra III
ATTY. MARTIN B. DELGRA III
Chairman

Ronaldo E. Corpus
ENGR. RONALDO E. CORPUS
Board Member
OIC-Executive Director

Antonio N. Gardiola, Jr.
P/ MAJ. GEN. ANTONIO N. GARDIOLA, JR.(Ret.)
Board Member

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations
RECEIVED
OCT 14 2019
TIME: 10:10 BY: 116

ANNEX A -- TOPMOST FRONT WINDSHIELD

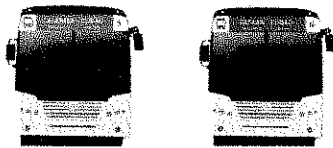
DIMENSIONS

FAIRVIEW-CUBAO
CITY BUS AIRCON

CITY BUSES

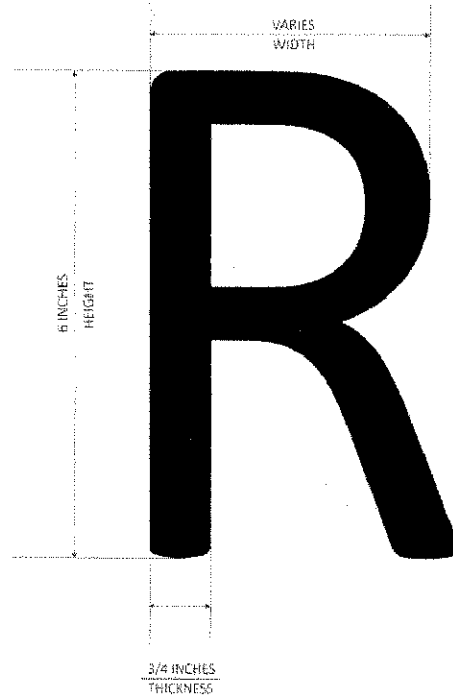


PROVINCIAL BUSES



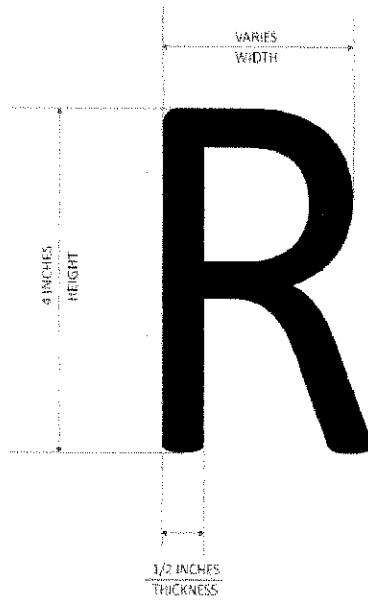
ROUTE OF BUS

HEIGHT: 6 Inches
WIDTH: Varies
THICKNESS: 3/4 Inches



TYPE OF BUS

HEIGHT: 4 inches
WIDTH: Varies
THICKNESS: 1/2 inches

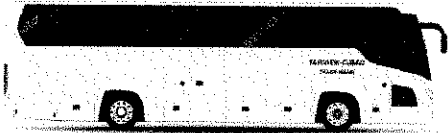


ANNEX B – ENTRANCE/EXIT DOOR SIDE

DIMENSIONS

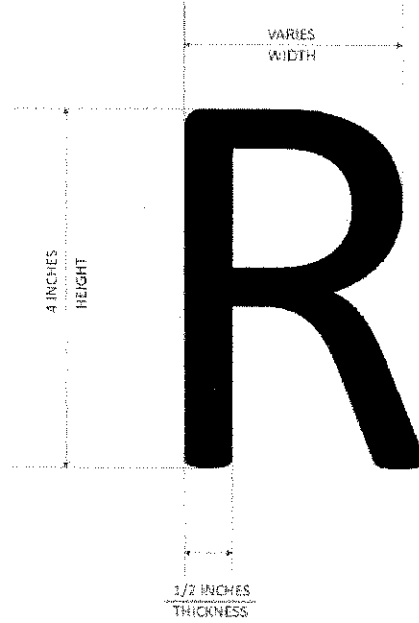
FAIRVIEW-CUBAO
COMPANY/TRADE NAME

CITY BUSES



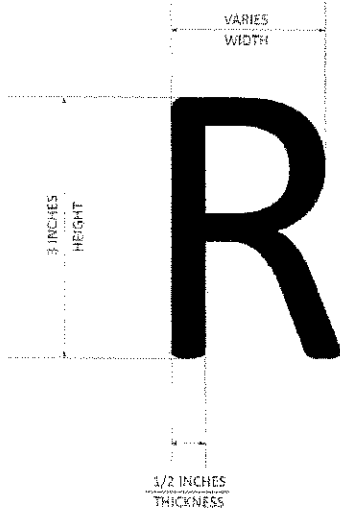
ROUTE OF BUS

HEIGHT: 4 inches
WIDTH: Varies
THICKNESS: 1/2 inches



COMPANY NAME OR TRADE NAME

HEIGHT: 3 inches
WIDTH: Varies
THICKNESS: 1/2 inches



ANNEX C – LOWER REAR PORTION

DIMENSIONS

LTFRB 24/7 HOTLINE: 1342
TEXT/VIBER: 0917-550-1342
0998-550-1342
Company Name or Trade Name

HEIGHT: 3 inches
WIDTH: Varies
THICKNESS: 1/2 inches

