

**TERMS OF REFERENCE**

**QUEZON CITY BUS AUGMENTATION PROGRAM:  
ROUTE 4 QUEZON CITY HALL TO GENERAL LUIS  
VIA SB ROAD (AND VICE VERSA) and  
ROUTE 5 QUEZON CITY HALL TO MINDANAO AVE.  
(QUIRINO HIGHWAY) (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 of both routes:

1. Quezon City Hall to General Luis via SB Road (and Vice Versa)
2. Quezon City Hall to Mindanao Ave. (Quirino Highway) (and Vice Versa)

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

WEEKDAY SCHEDULE (MONDAY TO FRIDAY)					
ROUTE 4	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)
General Luis via SB Road to Quezon City Hall Distance: 11.5 Kilometers Pick-up and Drop-off Points: Ten (10)	ESTIMATED TRAVEL TIME	80 Minutes	55 Minutes	80 Minutes	80 Minutes
	DEPARTURE INTERVAL	12 Minutes	17 Minutes	30 Minutes	12 Minutes
Quezon City Hall to General Luis via SB Road Distance: 10.5 Kilometers Pick-up and Drop-off Points: Eleven (11)	ESTIMATED TRAVEL TIME	82 Minutes	57 Minutes	82 Minutes	82 Minutes
	DEPARTURE INTERVAL	12 Minutes	17 Minutes	30 Minutes	12 Minutes

WEEKEND SCHEDULE (SATURDAY AND SUNDAY)					
ROUTE 4	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)
General Luis via SB Road to Quezon City Hall Distance: 11.5 Kilometers Pick-up and Drop-off Points: Ten (10)	ESTIMATED TRAVEL TIME	62 Minutes	62 Minutes	62 Minutes	62 Minutes
	DEPARTURE INTERVAL	20 Minutes	20 Minutes	30 Minutes	20 Minutes
Quezon City Hall to General Luis via SB Road Distance: 10.5 Kilometers Pick-up and Drop-off Points: Eleven (11)	ESTIMATED TRAVEL TIME	67 Minutes	67 Minutes	67 Minutes	67 Minutes
	DEPARTURE INTERVAL	20 Minutes	20 Minutes	30 Minutes	20 Minutes

In addition to the above schedule for Route 4, Express Trips will be provided for Weekday Peak Hours. In which the only pick-up point is at General Luis and drop-off point at Quezon City Hall for A.M. Peak Hours and Vice Versa for P.M. Peak Hours.

During 6:00 a.m./p.m – 7:00 a.m./p.m., Express Trips will be deployed at thirty-six (36) Minutes interval.

WEEKDAY SCHEDULE (MONDAY TO FRIDAY)					
ROUTE 5	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)
Mindanao Ave. (Quirino Highway) to Quezon City Hall Distance: 7.8 Kilometers Pick-up and Drop-off Points: Seven (7)	ESTIMATED TRAVEL TIME	53 Minutes	37 Minutes	53 Minutes	53 Minutes
	DEPARTURE INTERVAL	12 Minutes	17 Minutes	30 Minutes	12 Minutes
Quezon City Hall to Mindanao Ave. (Quirino Highway) Distance: 7 Kilometers Pick-up and Drop-off Points: Eight (8)	ESTIMATED TRAVEL TIME	55 Minutes	39 Minutes	55 Minutes	55 Minutes
	DEPARTURE INTERVAL	12 Minutes	17 Minutes	30 Minutes	12 Minutes
WEEKEND SCHEDULE (SATURDAY AND SUNDAY)					
ROUTE 5	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)
Mindanao Ave. (Quirino Highway) to Quezon City Hall Distance: 7.8 Kilometers Pick-up and Drop-off Points: Seven (7)	ESTIMATED TRAVEL TIME	42 Minutes	42 Minutes	42 Minutes	42 Minutes
	DEPARTURE INTERVAL	20 Minutes	20 Minutes	30 Minutes	20 Minutes
Quezon City Hall to Mindanao Ave. (Quirino Highway) Distance: 7 Kilometers Pick-up and Drop-off Points: Eight (8)	ESTIMATED TRAVEL TIME	46 Minutes	46 Minutes	46 Minutes	46 Minutes
	DEPARTURE INTERVAL	20 Minutes	20 Minutes	30 Minutes	20 Minutes

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

The departure intervals may be adjusted on any route 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. A signage of “EXPRESS TRIP” must be placed on the City Buses deployed to provide the Express Trip.
- d. 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**.
- e. The City Buses will be parked in the Bus Operator’s designated Depot.
- f. 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: <sup>1</sup>**

- 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 shield<sup>2</sup>, 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 Shield<sup>2</sup>, No Ride).
  - iii. If Omnibus Franchising Guidelines Compliant units, preferably with Automatic Fare Collection System (AFCS) facility in collecting the fare, if applicable.

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<sup>1</sup> 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.

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

- 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.

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 Department of Public Order and Safety, 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 from the issuance of Notice to Proceed until December 31, 2020.

#### **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 Buses<sup>3</sup> or that Application for Extension of Validity of CPC has been filed for expired CPCs.
  - c. Have at least twenty (20) years of relevant transport experience.
  - d. Have at least one (1) 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.
  - i. Submit list of unique registration numbers of bus units to be provided in the City. Minimum number of bus to be provided is:
    - a. Route 4: QC Hall to General Luis (and vice versa) - fourteen (14) units
    - b. Route 5: QC Hall to Mindanao Ave. (and vice versa) - nine (9) 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.



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<sup>3</sup> In compliance with LTRFB 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

- 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

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.<sup>4</sup>
- 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 routes 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/Mimibus Service, attached hereto as **ANNEX E**.

<b>4</b>	<b>QUEZON CITY HALL – GENERAL LUIS</b> <b>CITY BUS AIRCON</b> <b>via SB ROAD</b>	
<b>5</b>	<b>QUEZON CITY HALL – MINDANAO AVE.</b> <b>CITY BUS AIRCON</b> <b>(QUIRINO HIGHWAY)</b>	

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.

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

- 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. 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 Forty-Four Million and Two Hundred Eighty-Nine Thousand Pesos (Php 44,289,000) inclusive of all relevant taxes and fees.

The detailed breakdown of approved budget for the contract is:

**ROUTE 4: OC Hall to General Luis (and vice versa)**

Cost per Trip per Day:	
a. Service Fee	1,445
(inclusive of Fuel, Manpower, and Passenger Insurance)	
b. Other Fees (Sanitation and Repairs and Maintenance)	655
Total Cost per Trip per Day (inclusive of applicable taxes)	2,100
Multiply by: Average Trip per Day	114
Total Cost per Day	239,400
Multiply by: Number of Days	105
<b>Total Budget for Route 4</b>	<b>Php 25,137,000</b>

**ROUTE 5: OC Hall to Mindanao Ave. (and vice versa)**

Cost per Trip per Day:	
a. Service Fee	1,100
(inclusive of Fuel, Manpower, and Passenger Insurance)	
b. Other Fees (Sanitation and Repairs and Maintenance)	500
Total Cost per Trip per Day (inclusive of applicable taxes)	1,600
Multiply by: Average Trip per Day	114
Total Cost per Day	182,400
Multiply by: Number of Days	105
<b>Total Budget for Route 5</b>	<b>Php 19,152,000</b>
<b>Total Budget for the Contract</b>	<b>Php 44,289,000</b>

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**

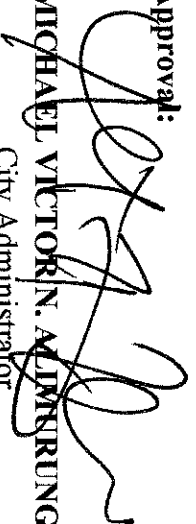
Failure to deliver the services according to the standards and requirements set by the Quezon City Government shall constitute an offense and shall subject the Transport Service Provider to penalties and or liquidated damages pursuant to R.A. 9184 and its RIRR.

**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.

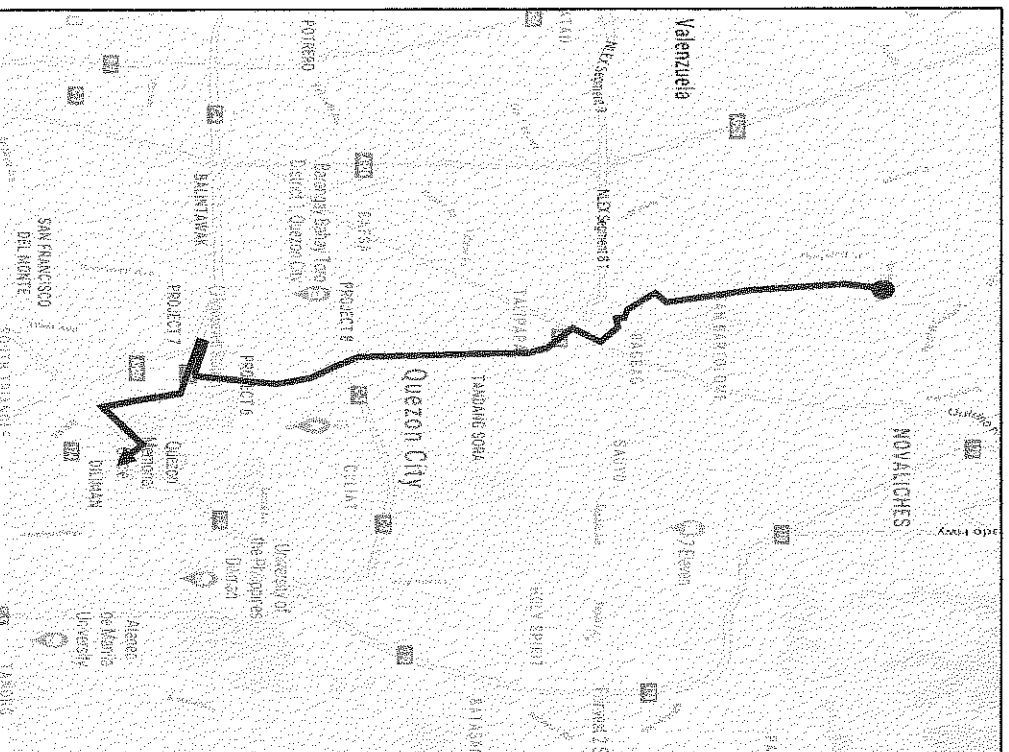
**Recommending Approval:**

  
**For: MICHAEL VICTOR N. ALIMBRUNG**  
City Administrator



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

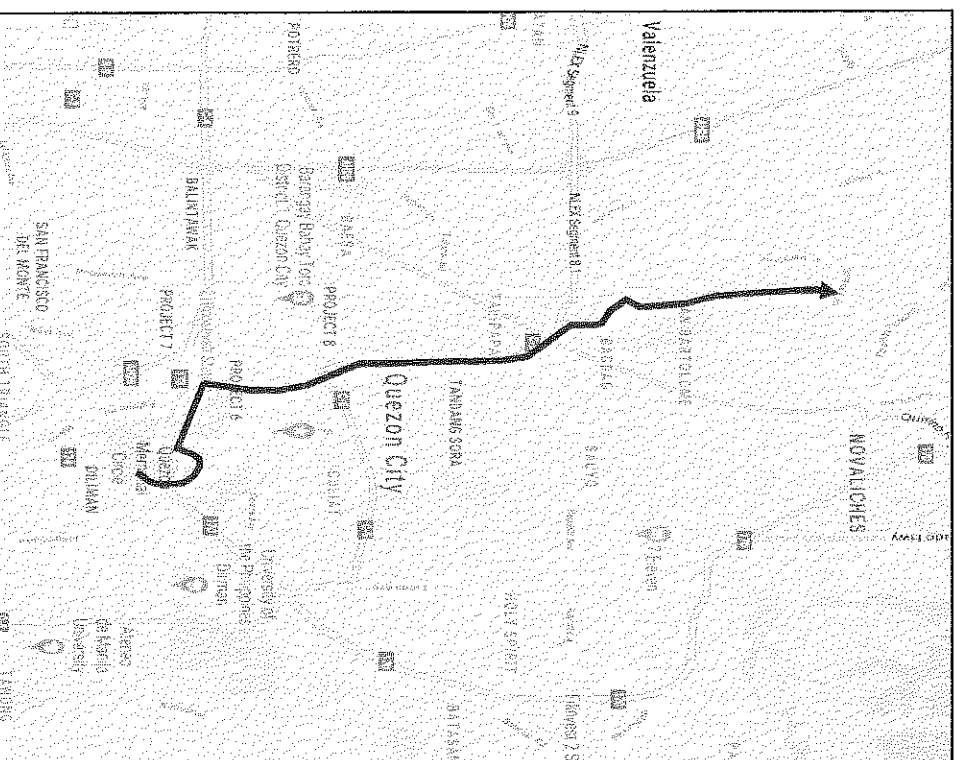
**ROUTE 4.1. GENERAL LUIS VIA SB ROAD TO QUEZON CITY HALL**



- ROUTE**
- SB Road (Gen. Luis)
  - King Ferdinand St.
  - King Christopher St.
  - King Alexander St.
  - King Christian St.
  - Kingspoint
  - Mindanao Avenue
  - North Avenue / SM North (U-Turn)
  - Aghann Road
  - Quezon Avenue
  - Elliptical Road
  - Quezon City Hall

- PICK-UP AND DROP-OFF POINTS**
1. Gen. Luis
  2. East Berkeley
  3. King Alexander
  4. Mindanao Ave. (Arty II)
  5. D. Munoz / Mindanao Ave.
  6. T. Sora / St. Dominic
  7. Metro North Hospital / Minda.
  8. Road 1 / Mindanao
  9. Mindanao Ave. / Trinoma
  10. Quezon City Hall

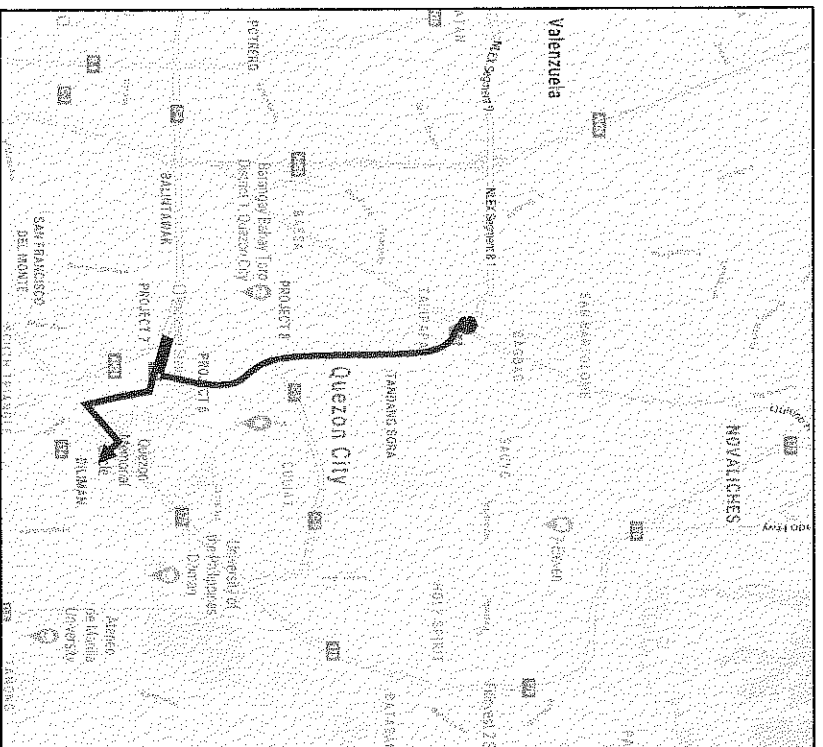
**ROUTE 4.2. QUEZON CITY HALL TO GENERAL LUIS VIA SB ROAD**



- ROUTE**
- Quezon City Hall
  - Elliptical Road
  - North Avenue
  - Mindanao Avenue
  - Katipunan St.
  - King Alexander St.
  - King Christian St.
  - King Christopher St.
  - King Ferdinand St.
  - SB Road (Gen. Luis)

- PICK-UP AND DROP-OFF POINTS**
1. Quezon City Hall
  2. North Ave. / VVMC
  3. Mindanao Ave. / Trinoma
  4. Road 1 / Mindanao
  5. Metro North Hospital / Minda.
  6. T. Sora / St. Dominic
  7. D. Munoz / Mindanao Ave.
  8. Mindanao Ave. (Arty II)
  9. King Alexander
  10. East Berkeley
  11. Gen. Luis

**ROUTE 5.1. MINDANAO AVE. (QUIRINO HIGHWAY) TO QUEZON CITY HALL**

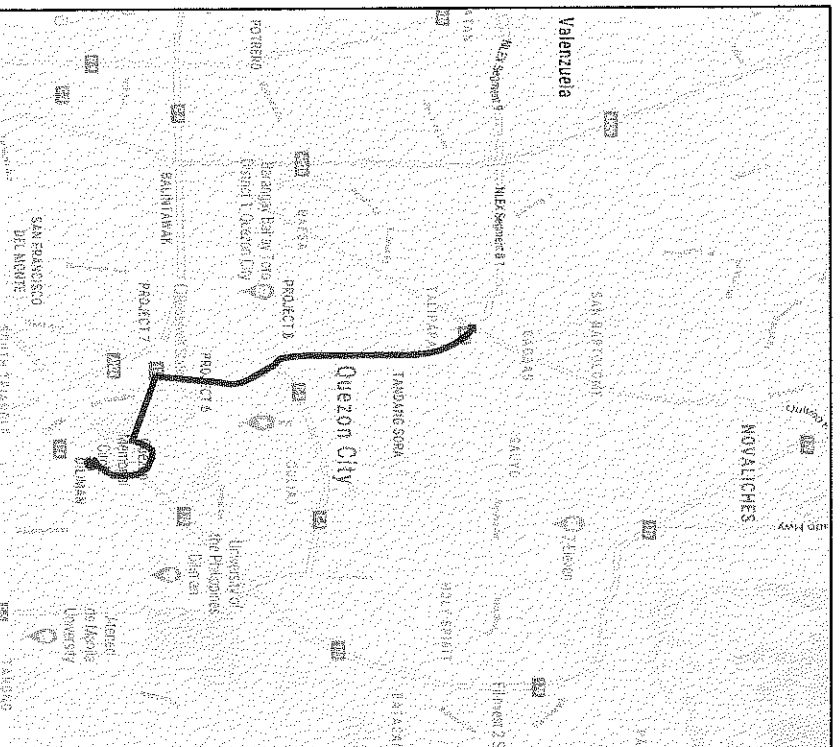


**ROUTE**  
 Mindanao Avenue  
 North Avenue / SM North (U-Turn)  
 Agham Road  
 Quezon Avenue  
 Elliptical Road  
 Quezon City Hall

**PICK-UP AND DROP-OFF POINTS**

1. Mindanao Ave. (Arty II)
2. D. Munoz / Mindanao Ave.
3. T. Sora. / St. Dominic
4. Metro North Hospital / Minda.
5. Road 1 / Mindanao
6. Mindanao Ave. / Trinoma
7. Quezon City Hall

**ROUTE 5.2. QUEZON CITY HALL TO MINDANAO AVE. (QUIRINO HIGHWAY)**



**ROUTE**  
 Quezon City Hall  
 Elliptical Road  
 North Avenue  
 Mindanao Avenue

**PICK-UP AND DROP-OFF POINTS**

1. Quezon City Hall
2. North Ave. / VVMC
3. Mindanao Ave. / Trinoma
4. Road 1 / Mindanao
5. Metro North Hospital / Minda.
6. T. Sora. / St. Dominic
7. D. Munoz / Mindanao Ave.
8. Mindanao Ave. (Arty II)

## ANNEX B: SCHEDULE OF TRIPS

WEEKDAYS				WEEKENDS			
Time	General Lais to QC Hall	QC Hall to General Lais	Time	General Lais to QC Hall	QC Hall to General Lais		
5:00 AM	AM PEAK HOURS Trip 1	Trip 62	5:00 AM	AM PEAK HOURS Trip 1	Trip 45		
5:12 AM	Trip 2	Trip 63	5:20 AM	Trip 2	Trip 46		
5:24 AM	Trip 3	Trip 64	5:40 AM	Trip 3	Trip 47		
5:36 AM	Trip 4	Trip 65	6:00 AM	Trip 4	Trip 48		
5:48 AM	Trip 5	Trip 66	6:20 AM	Trip 5	Trip 49		
6:00 AM	Trip 6 and Express Trip 1	Trip 67	6:40 AM	Trip 6	Trip 50		
6:12 AM	Trip 7	Trip 68	7:00 AM	Trip 7	Trip 51		
6:24 AM	Trip 8	Trip 69	7:20 AM	Trip 8	Trip 52		
6:36 AM	Trip 9 and Express Trip 2	Trip 70	7:40 AM	Trip 9	Trip 53		
6:48 AM	Trip 10	Trip 71	8:00 AM	Trip 10	Trip 54		
7:00 AM	Trip 11	Trip 72	<b>AM INTERMEDIATE HOURS</b>				
7:12 AM	Trip 12	Trip 73	8:20 AM	Trip 11	Trip 55		
7:24 AM	Trip 13	Trip 74	8:40 AM	Trip 12	Trip 56		
7:36 AM	Trip 14	Trip 75	9:00 AM	Trip 13	Trip 57		
7:48 AM	Trip 15	Trip 76	9:20 AM	Trip 14	Trip 58		
8:00 AM	Trip 16	Trip 77	9:40 AM	Trip 15	Trip 59		
<b>AM INTERMEDIATE HOURS</b>				10:00 AM	Trip 16	Trip 60	
8:17 AM	Trip 17	Trip 78	<b>OFF-PEAK HOURS</b>				
8:34 AM	Trip 18	Trip 79	10:30 AM	Trip 17	Trip 61		
8:51 AM	Trip 19	Trip 80	11:00 AM	Trip 18	Trip 62		
9:08 AM	Trip 20	Trip 81	11:30 AM	Trip 19	Trip 63		
9:25 AM	Trip 21	Trip 82	12:00 NN	Trip 20	Trip 64		
9:42 AM	Trip 22	Trip 83	12:30 PM	Trip 21	Trip 65		
9:59 AM	Trip 23	Trip 84	1:00 PM	Trip 22	Trip 66		
<b>OFF-PEAK HOURS</b>				1:30 PM	Trip 23	Trip 67	
10:29 AM	Trip 24	Trip 85	2:00 PM	Trip 24	Trip 68		
10:59 AM	Trip 25	Trip 86	2:30 PM	Trip 25	Trip 69		
11:29 AM	Trip 26	Trip 87	3:00 PM	Trip 26	Trip 70		
11:59 AM	Trip 27	Trip 88	<b>PM INTERMEDIATE HOURS</b>				
12:29 PM	Trip 28	Trip 89	3:20 PM	Trip 27	Trip 71		
12:59 PM	Trip 29	Trip 90	3:40 PM	Trip 28	Trip 72		
1:29 PM	Trip 30	Trip 91	4:00 PM	Trip 29	Trip 73		
1:59 PM	Trip 31	Trip 92	<b>PM PEAK HOURS</b>				
2:29 PM	Trip 32	Trip 93	4:20 PM	Trip 30	Trip 74		
2:59 PM	Trip 33	Trip 94	4:40 PM	Trip 31	Trip 75		
<b>PM INTERMEDIATE HOURS</b>				5:00 PM	Trip 32	Trip 76	
3:16 PM	Trip 34	Trip 95	5:20 PM	Trip 33	Trip 77		
3:33 PM	Trip 35	Trip 96	5:40 PM	Trip 34	Trip 78		
3:50 PM	Trip 36	Trip 97	6:00 PM	Trip 35	Trip 79		
4:07 PM	Trip 37	Trip 98	6:20 PM	Trip 36	Trip 80		
<b>PM PEAK HOURS</b>				6:40 PM	Trip 37	Trip 81	
4:19 PM	Trip 49	Trip 99	7:00 PM	Trip 38	Trip 82		
4:31 PM	Trip 50	Trip 100	7:20 PM	Trip 39	Trip 83		
4:43 PM	Trip 51	Trip 101	7:40 PM	Trip 40	Trip 84		
4:55 PM	Trip 52	Trip 102	8:00 PM	Trip 41	Trip 85		
5:07 PM	Trip 53	Trip 103	8:20 PM	Trip 42	Trip 86		
5:19 PM	Trip 54	Trip 104	8:40 PM	Trip 43	Trip 87		
5:31 PM	Trip 55	Trip 105	9:00 PM	Trip 44	Trip 88		
5:43 PM	Trip 56	Trip 106	<b>AM INTERMEDIATE HOURS</b>				
5:55 PM	Trip 57	Trip 107	8:20 AM	Trip 10	Trip 54		
6:07 PM	Trip 58	Trip 108 and Express Trip 3	8:40 AM	Trip 11	Trip 55		
6:19 PM	Trip 59	Trip 109	9:00 AM	Trip 12	Trip 56		
6:31 PM	Trip 60	Trip 110	9:20 AM	Trip 13	Trip 57		
6:43 PM	Trip 61	Trip 111 and Express Trip 4	9:40 AM	Trip 14	Trip 58		
6:55 PM	Trip 62	Trip 112	10:00 AM	Trip 15	Trip 59		
7:07 PM	Trip 63	Trip 113	10:30 AM	Trip 16	Trip 60		
7:19 PM	Trip 64	Trip 114	11:00 AM	Trip 17	Trip 61		
7:31 PM	Trip 65	Trip 115	11:30 AM	Trip 18	Trip 62		
7:43 PM	Trip 66	Trip 116	12:00 NN	Trip 19	Trip 63		
7:55 PM	Trip 67	Trip 117	12:30 PM	Trip 20	Trip 64		
8:07 PM	Trip 68	Trip 118	1:00 PM	Trip 21	Trip 65		
8:19 PM	Trip 69	Trip 119	1:30 PM	Trip 22	Trip 66		
8:31 PM	Trip 70	Trip 120	2:00 PM	Trip 23	Trip 67		
8:43 PM	Trip 71	Trip 121	2:30 PM	Trip 24	Trip 68		
8:55 PM	Trip 72	Trip 122	3:00 PM	Trip 25	Trip 69		

WEEKDAYS				WEEKENDS			
Time	Mindanao Ave. to QC Hall	QC Hall to Mindanao Ave.	Time	Mindanao Ave. to QC Hall	QC Hall to Mindanao Ave.		
5:00 AM	AM PEAK HOURS Trip 1	Trip 62	5:00 AM	AM PEAK HOURS Trip 1	Trip 45		
5:12 AM	Trip 2	Trip 63	5:20 AM	Trip 2	Trip 46		
5:24 AM	Trip 3	Trip 64	5:40 AM	Trip 3	Trip 47		
5:36 AM	Trip 4	Trip 65	6:00 AM	Trip 4	Trip 48		
5:48 AM	Trip 5	Trip 66	6:20 AM	Trip 5	Trip 49		
6:00 AM	Trip 6	Trip 67	6:40 AM	Trip 6	Trip 50		
6:12 AM	Trip 7	Trip 68	7:00 AM	Trip 7	Trip 51		
6:24 AM	Trip 8	Trip 69	7:20 AM	Trip 8	Trip 52		
6:36 AM	Trip 9	Trip 70	7:40 AM	Trip 9	Trip 53		
6:48 AM	Trip 10	Trip 71	8:00 AM	Trip 10	Trip 54		
7:00 AM	Trip 11	Trip 72	<b>AM INTERMEDIATE HOURS</b>				
7:12 AM	Trip 12	Trip 73	8:20 AM	Trip 11	Trip 55		
7:24 AM	Trip 13	Trip 74	8:40 AM	Trip 12	Trip 56		
7:36 AM	Trip 14	Trip 75	9:00 AM	Trip 13	Trip 57		
7:48 AM	Trip 15	Trip 76	9:20 AM	Trip 14	Trip 58		
8:00 AM	Trip 16	Trip 77	9:40 AM	Trip 15	Trip 59		
<b>AM INTERMEDIATE HOURS</b>				10:00 AM	Trip 16	Trip 60	
8:17 AM	Trip 17	Trip 78	<b>OFF-PEAK HOURS</b>				
8:34 AM	Trip 18	Trip 79	10:30 AM	Trip 17	Trip 61		
8:51 AM	Trip 19	Trip 80	11:00 AM	Trip 18	Trip 62		
9:08 AM	Trip 20	Trip 81	11:30 AM	Trip 19	Trip 63		
9:25 AM	Trip 21	Trip 82	12:00 NN	Trip 20	Trip 64		
9:42 AM	Trip 22	Trip 83	12:30 PM	Trip 21	Trip 65		
9:59 AM	Trip 23	Trip 84	1:00 PM	Trip 22	Trip 66		
<b>OFF-PEAK HOURS</b>				1:30 PM	Trip 23	Trip 67	
10:29 AM	Trip 24	Trip 85	2:00 PM	Trip 24	Trip 68		
10:59 AM	Trip 25	Trip 86	2:30 PM	Trip 25	Trip 69		
11:29 AM	Trip 26	Trip 87	3:00 PM	Trip 26	Trip 70		
11:59 AM	Trip 27	Trip 88	<b>PM INTERMEDIATE HOURS</b>				
12:29 PM	Trip 28	Trip 89	3:20 PM	Trip 27	Trip 71		
12:59 PM	Trip 29	Trip 90	3:40 PM	Trip 28	Trip 72		
1:29 PM	Trip 30	Trip 91	4:00 PM	Trip 29	Trip 73		
1:59 PM	Trip 31	Trip 92	<b>PM PEAK HOURS</b>				
2:29 PM	Trip 32	Trip 93	4:20 PM	Trip 30	Trip 74		
2:59 PM	Trip 33	Trip 94	4:40 PM	Trip 31	Trip 75		
<b>PM INTERMEDIATE HOURS</b>				5:00 PM	Trip 32	Trip 76	
3:16 PM	Trip 34	Trip 95	5:20 PM	Trip 33	Trip 77		
3:33 PM	Trip 35	Trip 96	5:40 PM	Trip 34	Trip 78		
3:50 PM	Trip 36	Trip 97	6:00 PM	Trip 35	Trip 79		
4:07 PM	Trip 37	Trip 98	6:20 PM	Trip 36	Trip 80		
<b>PM PEAK HOURS</b>				6:40 PM	Trip 37	Trip 81	
4:19 PM	Trip 49	Trip 99	7:00 PM	Trip 38	Trip 82		
4:31 PM	Trip 50	Trip 100	7:20 PM	Trip 39	Trip 83		
4:43 PM	Trip 51	Trip 101	7:40 PM	Trip 40	Trip 84		
4:55 PM	Trip 52	Trip 102	8:00 PM	Trip 41	Trip 85		
5:07 PM	Trip 53	Trip 103	8:20 PM	Trip 42	Trip 86		
5:19 PM	Trip 54	Trip 104	8:40 PM	Trip 43	Trip 87		
5:31 PM	Trip 55	Trip 105	9:00 PM	Trip 44	Trip 88		
5:43 PM	Trip 56	Trip 106	<b>PM PEAK HOURS</b>				
5:55 PM	Trip 57	Trip 107	4:20 PM	Trip 30	Trip 74		
6:07 PM	Trip 58	Trip 108	4:40 PM	Trip 31	Trip 75		
6:19 PM	Trip 59	Trip 109	5:00 PM	Trip 32	Trip 76		
6:31 PM	Trip 60	Trip 110	5:20 PM	Trip 33	Trip 77		
6:43 PM	Trip 61	Trip 111	5:40 PM	Trip 34	Trip 78		
6:55 PM	Trip 62	Trip 112	6:00 PM	Trip 35	Trip 79		
7:07 PM	Trip 63	Trip 113	6:20 PM	Trip 36	Trip 80		
7:19 PM	Trip 64	Trip 114	6:40 PM	Trip 37	Trip 81		
7:31 PM	Trip 65	Trip 115	7:00 PM	Trip 38	Trip 82		
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8:07 PM	Trip 68	Trip 118	8:00 PM	Trip 41	Trip 85		
8:19 PM	Trip 69	Trip 119	8:20 PM	Trip 42	Trip 86		
8:31 PM	Trip 70	Trip 120	8:40 PM	Trip 43	Trip 87		
8:43 PM	Trip 71	Trip 121	9:00 PM	Trip 44	Trip 88		
8:55 PM	Trip 72	Trip 122	<b>PM PEAK HOURS</b>				

**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  
 2/F, 3155 Building (2nd Floor), Robinson Ave. cor. Shaw's Christian Center Bldg.  
 Q.C. HALL TO NOVA BAYAN

Date: \_\_\_\_\_

ESCORT TRIP TICKET / DATA

NAME OF BUS: \_\_\_\_\_ BUS NO. \_\_\_\_\_

PLATE # \_\_\_\_\_

BUS'S DRIVER NAME \_\_\_\_\_

ESCORT # \_\_\_\_\_

TIME OF DEPARTURE	ROUTE	TIME	Q.C. LIBRETS STAFF	PASSENGER	TOTAL PASSENGER
1					
2					
<b>RETURN TRIP</b>					
<b>TOTAL</b>					

Dispatched By: \_\_\_\_\_

ESCORT / SIGNATURE: \_\_\_\_\_

Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
 TASK FORCE FOR TRANSPORT AND TRAFFIC MANAGEMENT  
 2/F, 3155 Building (2nd Floor), Robinson Ave. cor. Shaw's Christian Center Bldg.  
 Q.C. HALL TO NOVA BAYAN

ESCORT TRIP TICKET / DATA

BUS # \_\_\_\_\_

PLATE # \_\_\_\_\_

BUS'S DRIVER NAME \_\_\_\_\_

DATE: \_\_\_\_\_

ESCORT \_\_\_\_\_

Q.C. HALL Departure time \_\_\_\_\_

Q.C. HALL arrival time \_\_\_\_\_

TOTAL OF PASSENGERS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

PLACES VISITED: \_\_\_\_\_

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, DOJr and LITRB Guidelines)

NAME: \_\_\_\_\_

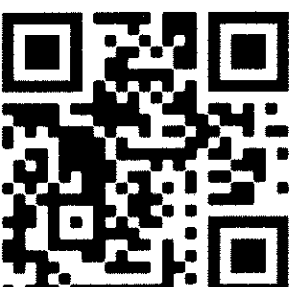
CONTACT NO.: \_\_\_\_\_

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**  
Paseo Senador Quezon City

**MEMORANDUM CIRCULAR  
NUMBER 2015-055**

**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 from 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

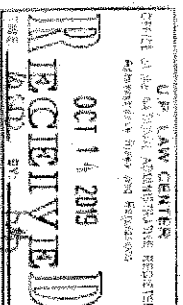
Sample design with the corresponding measurement/dimension is hereto attached as Annex "A."

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

ETFRB 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"

RSOLVED 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 11 OCT 2019

ATTY. MARTIN B. DEGRASSI

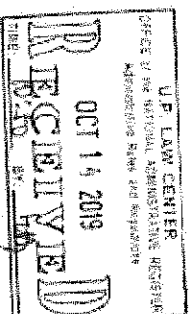
Chairman

P/ MAI GEN. ANTONIO N. GARDIOLA, JR.(Sec.)  
Board Member

ENGR. RONALDO S. TORPUS

Board Member

Off-Executive Director



ANNEX A - TOPMOST FRONT VANDERSIELD

DIMENSIONS

FAIRVIEW-CUBAO  
CITY BUS AIRCON

CITY BUSES



PROVINCIAL BUSES

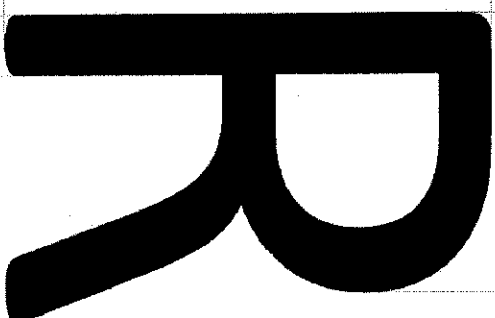


ROUTE OF BUS

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

6 INCHES  
HEIGHT

VARIES  
WIDTH



3/4 INCHES  
THICKNESS

TYPE OF BUS

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

4 INCHES  
HEIGHT

VARIES  
WIDTH



1/2 INCHES  
THICKNESS



