

**TERMS OF REFERENCE**

**QUEZON CITY BUS AUGMENTATION PROGRAM:  
ROUTE 1 QUEZON CITY HALL TO CUBAO – P. TUAZON COR. GEN. ROMULO AVE. (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**

**I. Area of Coverage**

The Bus Operator shall provide City Buses according to the set schedule for Quezon City Hall to Cubao-P. Tuazon Cor. Gen. Romulo Ave. (and Vice Versa) Route.

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

WEEKDAY SCHEDULE (MONDAY TO FRIDAY)						
ROUTE 1	ESTIMATED TRAVEL TIME	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)
Quezon City Hall to Cubao-P. Tuazon Cor. Gen. Romulo Ave. Distance: 4.45 Kilometers Pick-up and Drop-off Points: Four (4)	DEPARTURE INTERVAL	33 Minutes	33 Minutes	23 Minutes	33 Minutes	33 Minutes
	ESTIMATED TRAVEL TIME	15 Minutes	20 Minutes	30 Minutes	20 Minutes	15 Minutes
Cubao-P. Tuazon Cor. Gen. Romulo Ave. to Quezon City Hall Distance: 5.53 Kilometers Pick-up and Drop-off Points: Four (4)	DEPARTURE INTERVAL	33 Minutes	33 Minutes	23 Minutes	33 Minutes	33 Minutes
	ESTIMATED TRAVEL TIME	15 Minutes	20 Minutes	30 Minutes	20 Minutes	15 Minutes

**WEEKEND SCHEDULE (SATURDAY AND SUNDAY)**

ROUTE 1	ESTIMATED TRAVEL TIME	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)
		DEPARTURE INTERVAL	DEPARTURE INTERVAL	DEPARTURE INTERVAL	DEPARTURE INTERVAL	DEPARTURE INTERVAL
Quezon City Hall to Cubao-P, Tuzzon Cor. Gen. Romulo Ave. Distance: 4.45 Kilometers Pick-up and Drop-off Points: Four (4)		32 Minutes	32 Minutes	32 Minutes	32 Minutes	32 Minutes
Cubao-P, Tuzzon Cor. Gen. Romulo Ave. to Quezon City Hall Distance: 5.55 Kilometers Pick-up and Drop-off Points: Four (4)	ESTIMATED TRAVEL TIME	35 Minutes	35 Minutes	35 Minutes	35 Minutes	35 Minutes
	DEPARTURE INTERVAL	20 Minutes	20 Minutes	30 Minutes	20 Minutes	20 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:<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.
    - 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.

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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.

- 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 is also acceptable.
  - 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

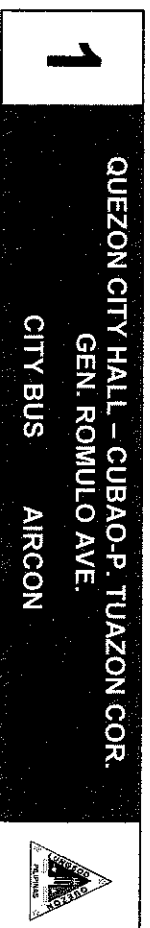
In addition to the requirements provided under Republic Act (R.A.) 9184 and its Revised Implementing Rules and Regulations (RIRR), otherwise known as the "Government Procurement Reform Act", the Bus Operator shall also comply with the following requirements:

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 four (4) 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.
    - i. For Contact Tracing, in compliance with Item IV.3.c.i of this Terms of Reference:
    - ii. For electronic forms, have one (1) drop box 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

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<sup>3</sup> 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

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 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. 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.

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<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)

**IX. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is Fourteen Million and One Hundred Seventy-Five Thousand Pesos (Php 14,175,000) inclusive of all relevant taxes and fees.

The detailed breakdown of approved budget for the contract is:

Cost per Trip per Day:	
a. Service Fee	925
(Inclusive of Fuel, Manpower, and Passenger Insurance)	
b. Other Fees	425
(Sanitation, Repairs and Maintenance, and Parking Fee)	
Total Cost per Trip per Day (inclusive of applicable taxes)	1,350
Multiply by: Average Trip per Day	100
Total Cost per Day	135,000
Multiply by: Number of Days	105
<b>Total Budget for the Contract</b>	<b>Php 14,175,000</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**

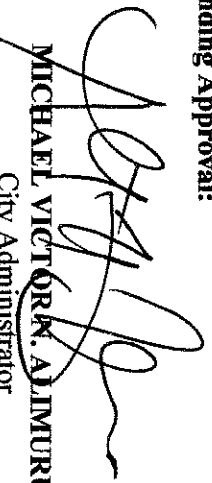
Failure to deliver the services according to the standards and requirements set by the Quezon City Government shall constitute an offense and shall subject the Transport Service Provider to penalties and or liquidated damages pursuant to R.A. 9184 and its RIRR.

**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.

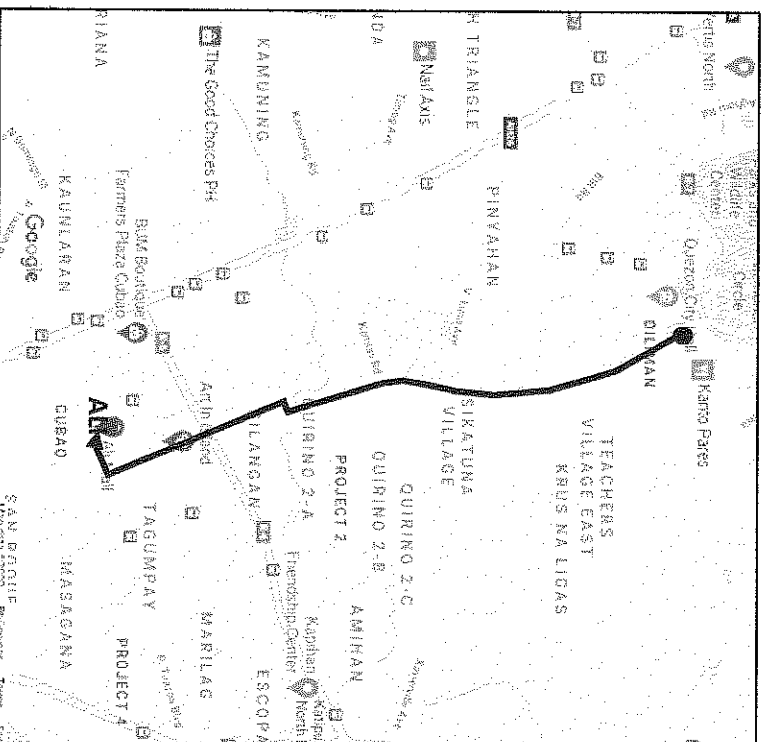
The guidelines contained in R.A. 9184 and its RIRR shall be followed in the termination of this service contract.

**Recommending Approval:**

*for:*   
**MICHAEL VICTOR M. ALMURUNG**  
City Administrator

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

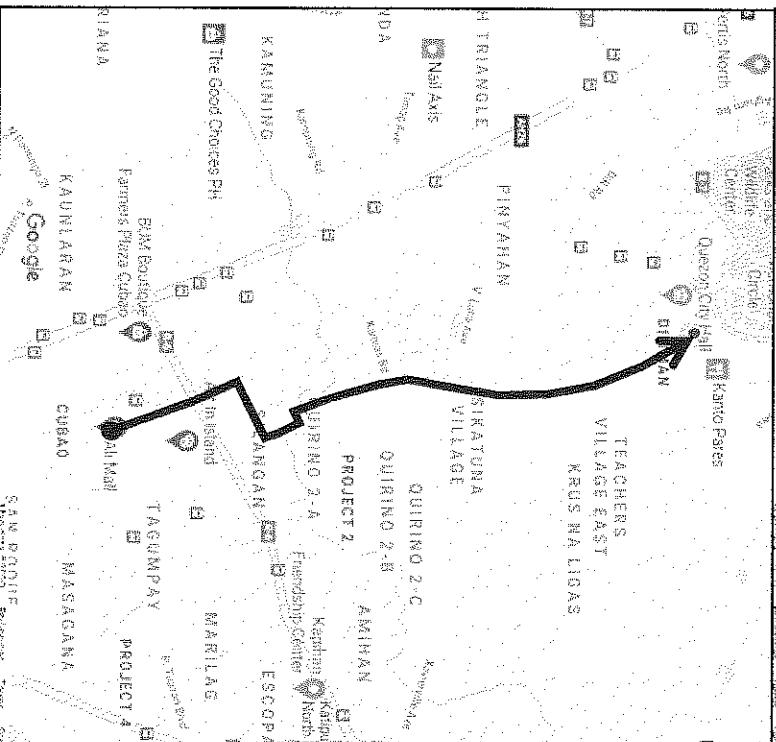
**ROUTE 1.1. QUEZON CITY HALL TO CUBAO-P. TUAZON COR. GEN. ROMULO AVE.**



**ROUTE**  
 Quezon City Hall/Kalayaan Avenue  
 K-J Street  
 Emin Garcia  
 15<sup>th</sup> Avenue  
 P. Tuazon Blvd.  
 Cubao

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

1. QMR / Kalayaan
2. KJ – K6
3. 15<sup>th</sup> Ave. / Aurora Blvd.
4. P. Tuazon / Gen. Romulo



**ROUTE**  
 Cubao  
 General Romulo Ave.  
 Yale  
 Columbia  
 Albany  
 Ermin Garcia  
 K-J Street  
 Kalayaan Avenue/Quezon City Hall

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

1. Gen. Romulo Ave. / Mercury Drug Store
2. KJ near Bryg. Silangan
3. Kalayaan Ave. after Petron
4. NHA/QMR



**ANNEX B: SCHEDULE OF TRIPS**

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

**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.

Number of the Philippines  
**OFFICE OF THE CITY MAYOR  
TASK FORCE FOR TRANSPORT AND TRAFFIC MANAGEMENT**  
2/F, 1155 Bonifacio Street, Bonifacio Center, City of Alabang, Muntinlupa City

**OC HALL TO NOVA BAYAN**

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

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**ESCORT TRIP TICKET / DATA**

NAME OF BUS: _____		BUS NO.: _____	
PLATE # _____	BUS DRIVER NAME _____		
ESCORT # _____	ESCORT # _____		
TIME OF DEPARTURE: _____			
PURPOSE: _____			
ROUTE _____		TIME _____	
DC LIBRARY PASSENGER LOADED		TOTAL PASSENGER	
<b>SAMPLE ONLY</b>			

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**RETURN TRIP**

SE Plaza Nueva Bayan	
Barangay San Jose	
Reserve Subdivision	
OCT (Bay San Jose)	
Barangay Seminary Road	
Kingsport Subdivisor	
Alt. 2 (HRC)	
O. Martinez	
Antonio Sora	
Block 22	
Compassion Avenue, Pasig City	
Route 6 (San Francisco)	
Northern Gate (NOR Gate)	
St. Vincent	
VIAVIA (S.S.C.)	
Quezon Avenue (Quezon)	
Leg. Center	
OC Hall (New)	
TOTAL	

Dispatched By: \_\_\_\_\_  
Signature Name Over Signature

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**ANNEX D: PASSENGER CONTACT FORM**

Republic of the Philippines  
**OFFICE OF THE CITY MAYOR  
TASK FORCE FOR TRANSPORT AND TRAFFIC MANAGEMENT**  
2/F, 1155 Bonifacio Street, Bonifacio Center, City of Alabang, Muntinlupa City

**ESCORT TRIP TICKET / DATA**

BUS # _____	
PLATE # _____	
BUS'S DRIVER NAME _____	
DATE: _____	
ESCORT _____	
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
<b>SAMPLE ONLY</b>	

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PLACES VISITED / ROUTE \_\_\_\_\_

DISPATCHED BY: \_\_\_\_\_

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

**D.1. MANUAL FORM**

**REPUBLIC OF THE PHILIPPINES  
QUEZON CITY GOVERNMENT**

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

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

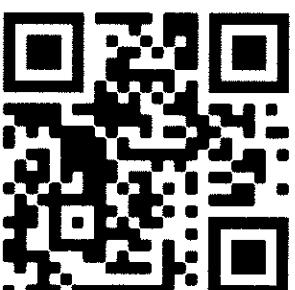
CONTACT NO.: \_\_\_\_\_

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

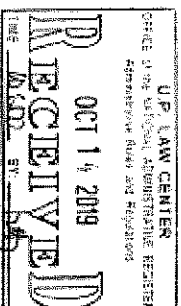
Sample design with the corresponding measurement/dimension is hereto attached as Annex "A".

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

LETERB 24/7 Hotline: 1342  
Text/Viber Hotline: 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: 1/8 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/trailers unit be removed.

Operator/s found not complying with this Circular shall constrain the Board to withhold approval of the continuation 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

ATTY. MARTIN B. DEYERA III

Chairman

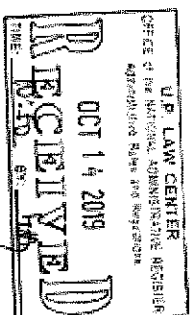
ENGR. RONALDO TORRUS

Board Member

OIC-Executive Director

P/ MAJ. GEN. ANTONIO N. GARDIOLA, JR. (Rec.)

Board Member



ANNEX A - TOPMOST FRONT WINDSHIELD

DIMENSIONS

FAIRVIEW-CUBAO  
CITY BUS AIRCON

CITY BUSES

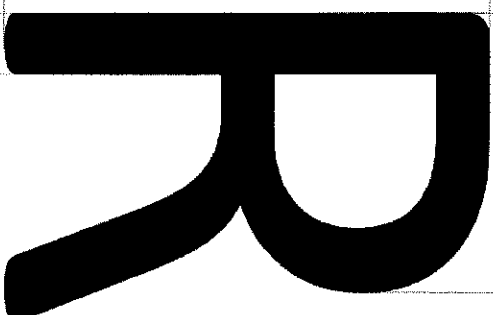


PROVINCIAL BUSES



ROUTE OF BUS  
HEIGHT: 6 inches  
WIDTH: Varies  
THICKNESS: 3/4 inches

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

