

TERMS OF REFERENCE
2025 QUEZON CITY BUS AUGMENTATION PROGRAM:
ROUTE 7 QUEZON CITY HALL TO ORTIGAS AVE. EXT. (and vice versa)

I. BACKGROUND

The Quezon City Government envisions providing quality services to its constituents, geared towards the transformation of Quezon City into an ideal community. To realize this vision, the problems of the City must be resolved, among which is traffic congestion. For this, the City began to introduce alternative modes of transportation and traffic management schemes that enable the limited road space to be used more productively.

The City's adequate and feasible solution to these problems is the implementation of a Bus Augmentation Program within the territorial jurisdiction of Quezon City. Since the commencement of the program in December 2020, the Quezon City Bus Augmentation Program, also known as the "Q City Bus Program", has catered to almost 244,499 commuters per week. The Q City Bus Service has proven to be a reliable means of public transportation to the commuters during the height of the pandemic and in the new normal.

The Q City Bus Program has been institutionalized through the City Ordinance No. SP-3184, S-2023 to strengthen and ensure the sustainability and continuing viability of the Q City Bus Program, despite changes in local government dynamics, for the ultimate benefit of the residents of Quezon City

II. PROJECT DESCRIPTION

The project is to provide buses to the public at designated pick-up and drop-off points within Quezon City, following a set departure schedule at the beginning and end-points, through the acquisition of services from Bus Operators.

III. OBJECTIVES

The Q City Bus Program aims to provide safety, convenience, and comfort to QCitizens and individuals who are working, studying or transacting within the Quezon City, by providing special bus routes within the City.

IV. SCOPE OF WORK

1. Area of Coverage

The Bus Operator shall provide a minimum of ten (10) bus units in the Quezon City Hall to Ortigas Ave. Ext. (and vice versa) Route, with the following pick-up and drop-off points:

Quezon City Hall to Ortigas Ave. Ext.	Quezon City Hall to Ortigas Ave. Ext.
1. QC Hall (NHA) Interchange	1. E. Rodriguez Jr. Ave. Ortigas Ave. (Fly-over)
2. Krus na Ligas	2. E. Rodriguez Jr. Ave. Green Meadows Ave.
3. Katipunan Ave. Sta. Maria Della Strada Parish	3. E. Rodriguez Jr. Ave. Eastwood City
4. Katipunan Ave. Ateneo de Manila Gate 3	4. Katipunan Ave. Boni Serrano Ave
5. Aurora - Katipunan Interchange	5. Katipunan Ave. P. Tuazon Ave. (Quirino Memorial Medical Center)
6. Katipunan Ave. P. Tuazon Ave. (Quirino Memorial Medical Center)	6. Aurora - Katipunan Interchange
7. Katipunan Ave. Boni Serrano Ave.	7. Katipunan Ave. Ateneo de Manila Gate 3
8. E. Rodriguez Jr. Ave. Eastwood City	8. Katipunan Ave. Sta. Maria Della Strada Parish
9. E. Rodriguez Jr. Ave. Green Meadows Ave.	9. Krus na Ligas
10. E. Rodriguez Jr. Ave. Ortigas Ave. (Fly-over)	10. QC Hall (NHA) Interchange

The pick-up and drop-off points may be adjusted upon mutual agreement of the parties

Further, should the need arise, detours within the same route can be made with no change in cost per trip if the change in travel time is within ten (10) minutes and the change in distance is within two (2) kilometers.

See **ANNEX A** for the Route Map.

2. Schedule of Trips

- a. **Regular Trips.** The Bus Operator shall deploy buses according to the set schedule below. The departure intervals may be adjusted upon mutual agreement of the parties. A Regular Trip ticket will be issued by Transport and Traffic Management Department (TTMD) on all valid regular trips (See ANNEX B-1 for the Regular Trip Ticket), subject to compliance on Section IV.3 Guidelines during Operations stated in this Terms of Reference (TOR).

ROUTE 7	Estimated Travel Time (Weekdays)	Operating Hours (Weekdays)	Operating Hours (Saturday)	Operating Hours (Sunday)
Quezon City Hall to C5/Ortigas Ave. Ext. Pick-up and Drop-off Points: 10 Distance: 10.8 km	AM Peak Hours: 72 Minutes PM Peak Hours: 51 Minutes Off-Peak Hours: 42 Minutes	6:30 A.M. - 9:00 P.M. Interval: Peak Hours: 15 Minutes Off-Peak Hours: 30 Minutes	7:00 A.M. - 7:00 P.M. Interval: 60 Minutes	5:00 A.M. - 8:00 P.M. Interval: 60 Minutes
C5/Ortigas Ave. Ext. to Quezon City Hall Pick-up and Drop-off Points: 10 Distance: 10.9 km	AM Peak Hours: 59 Minutes PM Peak Hours: 53 Minutes Off-Peak Hours: 25 Minutes	6:30 A.M. - 8:30 P.M. Interval: Peak Hours: 15 Minutes Off-Peak Hours: 30 Minutes	7:00 A.M. - 7:00 P.M. Interval: 60 Minutes	5:00 A.M. - 8:00 P.M. Interval: 60 Minutes

WEEKDAYS			SATURDAY			SUNDAY		
Time	Quezon City Hall to Ortigas Ave. Ext.	Ortigas Ave. Ext. to Quezon City Hall	Time	Quezon City Hall to Ortigas Ave. Ext.	Ortigas Ave. Ext. to Quezon City Hall	Time	Quezon City Hall to Ortigas Ave. Ext.	Ortigas Ave. Ext. to Quezon City Hall
AM PEAK HOURS			7:00 AM	Trip 1	Trip 14	8:00 AM	Trip 1	Trip 14
6:30 AM	Trip 1	Trip 40	8:00 AM	Trip 2	Trip 15	9:00 AM	Trip 2	Trip 15
6:45 AM	Trip 2	Trip 41	9:00 AM	Trip 3	Trip 16	10:00 AM	Trip 3	Trip 16
7:00 AM	Trip 3	Trip 42	10:00 AM	Trip 4	Trip 17	11:00 AM	Trip 4	Trip 17
7:15 AM	Trip 4	Trip 43	11:00 AM	Trip 5	Trip 18	12:00 NN	Trip 5	Trip 18
7:30 AM	Trip 5	Trip 44	12:00 PM	Trip 6	Trip 19	1:00 PM	Trip 6	Trip 19
7:45 AM	Trip 6	Trip 45	1:00 PM	Trip 7	Trip 20	2:00 PM	Trip 7	Trip 20
8:00 AM	Trip 7	Trip 46	2:00 PM	Trip 8	Trip 21	3:00 PM	Trip 8	Trip 21
8:15 AM	Trip 8	Trip 47	3:00 PM	Trip 9	Trip 22	4:00 PM	Trip 9	Trip 22
8:30 AM	Trip 9	Trip 48	4:00 PM	Trip 10	Trip 23	5:00 PM	Trip 10	Trip 23
8:45 AM	Trip 10	Trip 49	5:00 PM	Trip 11	Trip 24	6:00 PM	Trip 11	Trip 24
9:00 AM	Trip 11	Trip 50	6:00 PM	Trip 12	Trip 25	7:00 PM	Trip 12	Trip 25
OFF PEAK HOURS			7:00 PM	Trip 13	Trip 26	8:00 PM	Trip 13	Trip 26
9:30 AM	Trip 12	Trip 51						
10:00 AM	Trip 13	Trip 52						
10:30 AM	Trip 14	Trip 53						
11:00 AM	Trip 15	Trip 54						
11:30 AM	Trip 16	Trip 55						
12:00 NN	Trip 17	Trip 56						
12:30 NN	Trip 18	Trip 57						
1:00 PM	Trip 19	Trip 58						
1:30 PM	Trip 20	Trip 59						
2:00 PM	Trip 21	Trip 60						
2:30 PM	Trip 22	Trip 61						
3:00 PM	Trip 23	Trip 62						
3:30 PM	Trip 24	Trip 63						
4:00 PM	Trip 25	Trip 64						
4:30 PM	Trip 26	Trip 65						
5:00 PM	Trip 27	Trip 66						
PM PEAK HOURS								
5:15 PM	Trip 28	Trip 67						
5:30 PM	Trip 29	Trip 68						
5:45 PM	Trip 30	Trip 69						
6:00 PM	Trip 31	Trip 70						
6:15 PM	Trip 32	Trip 71						
6:30 PM	Trip 33	Trip 72						
6:45 PM	Trip 34	Trip 73						
7:00 PM	Trip 35	Trip 74						
7:15 PM	Trip 36	Trip 75						
7:30 PM	Trip 37	Trip 76						
7:45 PM	Trip 38	Trip 77						
8:00 PM	Trip 39	Trip 78						
PM OFF-PEAK HOURS								
8:30 PM	-	Trip 79						
9:00 PM	-	Trip 80						

- b. **Special Trips.** Special Trips using buses under the Q City Bus Program will be mobilized when the City needs additional vehicles for the transport of personnel, citizens, or cargo, in events such as the following:

- Special Programs of the City, pay-outs, relief distribution, etc.;
- Transportation strikes or presence of stranded passengers.
- Rescue operations and other emergencies, and
- Requests from National Government Agencies, Barangays within the City, and other government institutions

Special trips will be based on the actual kilometer run and will be paid per kilometer rate bid out for this Route. Special Trips will be monitored and validated by TTMD through the issuance of a Special Trip Ticket (See **ANNEX B-2** for the Special Trip Ticket).

3. Guidelines during Operations

- a. The bus must leave according to the scheduled time of departure and interval as prescribed in Section IV.2 Schedule of Trip in this TOR. No trip ticket will be issued if the bus unit will depart late at the scheduled time of departure. This will be considered as "NO BUS" in the daily report of TTMD.

The Bus Operator shall not be held liable for delay in departure time due to unusual traffic congestion and other circumstances beyond its control. However, the anticipated delays shall be monitored and communicated to avoid no buses at the end-point at the scheduled time of departure. Queuing of buses shall be adjusted accordingly to not disrupt the operations.

- b. In the event of bus breakdown which puts the said bus out of service, the Bus Operator shall replace it with another bus unit for deployment.
- c. The bus must stop for at least five (5) seconds, with or without passenger, at all designated pick-up and drop-off points as presented in Section IV.1 Area of Coverage of this TOR
- d. The first four (4) rows of the bus units must be dedicated to senior citizens, persons with disability (PWD), and pregnant women and must be labeled accordingly.
- e. The Conductor is responsible for the following:
- i. Recording of passenger count at every bus stop to be indicated in the trip ticket
 - ii. Announcement of the next bus stop
 - iii. Assist senior citizens, PWDs, and pregnant women.
 - iv. Allow a maximum of twenty (20) standing passengers
- f. The Driver and Conductor must ensure that each trip by the buses must be supported with a valid Trip Ticket which should be validated by the assigned TTMD Dispatcher

- i. It is the responsibility of the Conductor to fill-out the Trip Ticket properly:

- Date
- Bus Body Number and Plate Number
- Time
- Passenger Count

- ii. Each Trip Ticket must be signed with printed full name by the following

- Driver
- Conductor
- Dispatcher

- iii. Trip Tickets will be considered invalid if:

- The trip ticket is not surrendered to TTMD within the day of operations
- The trip ticket is torn out or spoiled and with incomplete signature.

Trip Tickets must always be neat and clean and without any erasures to ensure authenticity during validation of the statement of account or billing from the Bus Operator.

- g. The Bus Operator must provide free wireless fidelity (Wi-Fi) connection for the passengers on board. Details such as the name and password of the said Wi-Fi connection must be posted and visible to the passengers (See **ANNEX C** for the template).
- h. Refueling of bus units must be conducted before operations.

- i. The buses will be parked in the Bus Operator's designated Depot in Quezon City. Buses waiting for their next trip schedule shall not cause obstruction to the City's roadways and shall at no time be allowed to wait/park anywhere in the Quezon Memorial Circle, Quezon City Hall Compound, or Elliptical Road.
- j. Maintenance and sanitation of buses must be done on a daily basis before operations
- k. Only the videos provided by the City can be played on the television.

The guidelines during operations must be complied with by TTMD and Bus Operators. Any changes in the guidelines during operations shall be communicated through written notice by TTMD to the Bus Operators, which should immediately be implemented by both parties.

Once the Q City Bus Manual of Operations has been issued, TTMD shall coordinate and discuss the contents of the Manual of Operations to be complied with by the Bus Operator.

4. Guidelines for Lost and Found Items

- a. Personal items left behind by passengers during their City Bus trip found or surrendered by the driver/conductor/TTMD, the lost and found items shall be immediately reported and surrendered to TTMD for recording and safekeeping purposes. If there are contact details, the TTMD will immediately contact the owner.
- b. Perishable items (like food, fruits, vegetables, and others) will be disposed of accordingly
- c. If the items are valuable and the name of the owner is attached, TTMD will immediately contact the owner. However, if there are no contact details found, TTMD will wait until such time the owner will appear.
- d. TTMD shall post the list of items found in the buses assigned to that particular route to allow the owners to redeem their lost items.
- e. When the valuable items took more than a year, TTMD office will donate those items to Social Services Development Department of the City for proper disposal.

V. RESPONSIBILITIES OF BUS OPERATOR

- a. Ensure that all guidelines in this TOR are coordinated to all assigned drivers and conductors of the Q City Bus Program, which shall be complied with and observed during the operations
- b. Ensure that the drivers and conductors run the buses in accordance with provisions of this TOR and applicable rules, regulations, and laws.
- c. Fully responsible for the payment of salary, allowances, and other benefits to its drivers and conductors as required by the governing labor laws.
- d. Fully responsible for the welfare of its drivers and conductors.
- e. Fully responsible to all the personnel assigned to Q City Bus Program (Drivers, Conductors, Operations Manager, and Others) who committed misdeed to the passengers and TTMD personnel
- f. Fully responsible for the implementation of disciplinary measures to erring personnel (Drivers, Conductors, Operations Manager, and Others) upon receipt of the written Incident Report from TTMD

The following disciplinary measures shall be enforced by the Bus Operators:

- i. **MAJOR OFFENSE** - the driver, conductor, dispatcher, operations manager, or other employees of the Bus Operator involved in the conduct of any of the listed major offenses below shall be terminated immediately to the Q City Bus Program upon receipt of verbal and/or written report from the TTMD:
 - Republic Act No. 7877 "Anti-Sexual Harassment Act of 1995"
 - Republic Act No. 11313 "An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor"
 - Republic Act No. 9165 "Comprehensive Dangerous Drugs Act of 2002"
 - Republic Act No. 10586 "Anti-Drunk and Drugged Driving Act of 2013"

- Using mobile phones while driving
- Quezon City Ordinances regarding traffic

ii. **MINOR OFFENSE** - the driver, conductor, dispatcher, operations manager, or other employees of the Bus Operator involved in the conduct of any of the listed minor offenses below shall be disciplined accordingly

- **FIRST OFFENSE** – Warning (with 1 documented complaint)
- **SECOND OFFENSE** - Seven (7) working days suspension to the Q City Bus Program (with 3 documented complaints)
- **THIRD OFFENSE** - Terminated to the Q City Bus Program (with more than 3 documented complaints)
 - Arrogant, Disrespectful and/or Rude Behavior towards passengers and/or TTMD personnel.
 - Not wearing proper uniform (wearing of sando, slippers and or sandals, tucked-out polo shirt) during operations
 - Not properly filled-out Trip Tickets.
 - Smoking in dispatching areas.

Both Major and Minor Offenses will be reported by TTMD with evidence such as pictures, complaints from passengers, incident report, and other documentation that may be obtained.

- g. Inform TTMD via verbal (advance notice) and written notice upon assigning new drivers, conductors, and other personnel for Q City Bus Program. Copy of Company Identification Card, Driver's License, and Drug Test of newly assigned personnel shall be submitted to TTMD. The newly assigned personnel will not be allowed to join the Q City Bus Program operations until approved by TTMD.
- h. Drivers and conductors must undergo physical examination, including drug testing, to ensure the safety of passengers.
- i. The Bus Operator shall enforce compliance of participation of drivers, conductors, and dispatchers to the random drug testing and/or physical medical examination to be organized by the Quezon City Government during the implementation of the Q City Bus Program. The personnel who do not participate in the random drug testing and/or physical medical examination activity will not be allowed to join the Q City Bus Program.
- j. Coordination with TTMD for all concerns during operations.

VI. RESPONSIBILITIES OF QUEZON CITY GOVERNMENT

- a. The City will designate Dispatchers from TTMD on all end-points.
- b. The City will designate Inspectors from TTMD to conduct random inspection of buses during operation.
- c. TTMD will provide a written Incident Report to the Bus Operator for any violation of the guidelines during operations as stated in Sections IV.3, IV.4, and V of this TOR.
- d. Information dissemination regarding the Q City Bus Program, indicating the route, schedule and designated pick-up and drop-off points.
- e. For the public to properly identify the bus stops, the City shall place signage on each designated pick-up and drop-off points

VII. PROJECT IMPLEMENTER

The Office of the City Administrator (OCA) shall be the Project Implementer on behalf of the Quezon City Government and shall be in-charge of ensuring the successful execution of the Project.

The TTMD is responsible to assist the OCA in project monitoring and strict implementation of the requirements and guidelines in this TOR

VIII. PROJECT DURATION

The Project duration is from January 01, 2025 to December 31, 2025.

IX. 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. With valid and existing Certificate of Public Convenience (CPC) for Public Utility Buses (PUBs) 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 subject to confirmation of LTFRB. A copy of the aforementioned documents shall also be provided to TTMD before the first day of operation.
- b. Have at least thirty (30) years of relevant transport experience.
- c. Have at least one (1) existing Bus Depot located within Quezon City.
- d. Have a fleet size of at least twenty (20) buses.
- e. The required minimum number of bus units to be provided for Quezon City Hall to Ortigas Ave. Ext. (and vice versa) route is ten (10) units.
- f. Submit the list of unique registration numbers of bus units with supporting documents evidencing either (a) ownership of the bus unit or (b) possesses the right to use, for the duration of the project, of not more than twenty-five percent (25%) of the minimum required bus units.

The list and supporting documents shall also be provided to TTMD before the first day of operation.

- g. Submit a detailed time schedule of bus deployment based on the set departure interval in Section IV.2 Schedule of Trips of this TOR.
- h. Assign at least one (1) driver and one (1) conductor for each bus unit provided to the City.
- i. Submit list of Names of drivers involved in this Q City Bus Program with the following supporting documents:
 - Professional Driver's License with Certificate of Authenticity issued by LTO
 - Company Identification Card
 - NBI Clearance
 - Drug Test with proof of certificate from any DOH accredited drug testing laboratory
 - Health Certificate issued by Quezon City Health Department in compliance with Article 22, Section 83 of Ordinance No. SP-91, S-93, otherwise known as the "Quezon City Revenue Code of 1993"
 - Occupation Permit issued by Quezon City Government

The list and documents shall also be provided to the TTMD before the first day of operation

- j. Submit a list of Names of conductors involved in this Q City Bus Program with the following supporting documents:
 - Conductor's License with Certificate of Authenticity issued by LTO
 - Company Identification Card
 - NBI Clearance
 - Drug Test with proof of certificate from any DOH accredited drug testing laboratory
 - Health Certificate issued by Quezon City Health Department in compliance with Article 22, Section 83 of Ordinance No. SP-91, S-93, otherwise known as the "Quezon City Revenue Code of 1993"
 - Occupation Permit issued by Quezon City Government

The list and documents shall also be provided to TTMD before the first day of operation

2. Requirements for the Bus Units:

- a. With registration documentation in the bus/number plates affixed to the bus unit (see **ANNEX D** for the template) as required by law. Copy of registration documentation showing ownership by Bus Operator shall be submitted to the City. The copy of registration documents shall also be submitted to TTMD before start of the contract.
- b. Bus units must be currently registered and with valid Passenger Insurance Policy.

- c. With minimum passenger seating capacity of forty-five (45).
- d. Have designated emergency exit windows and equipped with emergency exit tool. The emergency exit windows shall be properly labeled.
- e. Smoke Belching Emission Test Result shall be submitted to the City. The copy of the result shall also be submitted to TTMD before start of the contract, after which shall be updated every six (6) months.
- f. Must be air-conditioned bus units.
- g. Have television with universal serial bus (USB) port and speakers that can play videos provided by the City.
- h. The body must be covered with a bus wrap (see **ANNEX E** for the template and specifications).
 - i. The Bus Operator, before finalizing the printing of bus wrap, shall seek the approval from Office of the City Administrator by providing a letter-sized (8 5x11 inches) sample of the actual material to be used as bus wrap.
 - ii. The Bus Operator is responsible for the maintenance of the bus wrap. In case of bus unit replacement due to maintenance or other reasons, the new bus unit should be bus wrapped, which cost shall be shouldered by the Bus Operator and not to be charged to the City.

Repairs or replacement of a portion of the bus wrap shall be coordinated by the Bus Operator to TTMD for inspection and validation before and after the repair or replacement of a portion of the bus wrap. The before and after of the repair or replacement shall be fully documented indicating the date and time of installation with supporting photos.

- i. Have one (1) fire extinguisher for each bus with the following specifications:
 - Dry Chemical (Mono-Ammonium Phosphate)
 - For ABC Class of fire
 - Stored pressure type
 - Capacity in terms of mass extinguishing medium: 4.5 kg (10 lbs)
 - Purity of the chemical: 75% (minimum)
 - Duration of discharge: 10 seconds (minimum)
 - With pressure gauge control
 - Non-electrical conductor, non-toxic, non-corrosive
 - Labelling/markings: Shall follow PNS 15 Part 1 of 1989
 - Warranty: Three (3) years standard
 - With Philippine Standard Quality Mark or Import Commodity Clearance Sticker
- j. Have postpaid Wi-Fi with up to 300mbps for each bus unit, with details such as the name and password of the said Wi-Fi connection must be posted and visible to the passengers (See **ANNEX C** for the template). A standard or uniform Wi-Fi Name and Password shall be used by the Bus Operator as follows:
 - Wi-Fi Network Name: QCBAP_Route Number_Bus Plate Number/Body Number
 - Password: #QCBUSForever7
- k. Have one (1) Global Positioning System (GPS) for each bus unit which can be integrated with Quezon City's Online Transit Information Publishing Service. The specifications are as follows:
 - i. V-02 (iLEC200) 4G-LTE GPS Tracker
 - ii. Internal backup battery good for 4-6 hours of operation once main power from vehicle is lost or cut
 - iii. SMS/panic button
 - iv. External GPS and GSM antennae
 - v. GPS Tracker device standard hardware settings:
 - Time-based (ex. every 30 sec. or less) location updates from GPS tracker device
 - GSM (GPRS) communication of location updates and alerts to servers
 - Speeding alert capable
 - Default alerts – external power lost, GPS signal lost/regained, speeding
- l. Have a "Priority Seat" sticker on the first four (4) rows of all bus units which are to be seated first by senior citizens, PWDs, and pregnant women (See **ANNEX F** for the template and specifications). The sticker must be resistant to water, dirt, and fading.
- m. Posting of System Map inside the bus units using a sticker (see **ANNEX G** for the template and specifications). The sticker must be resistant to water, dirt, and fading.

- n. Have the "Libreng Sakay" signage (see **ANNEX H** for the template and specifications) which must be resistant to water, dirt, and fading.
- o. Posting of Helpline 122 (see **ANNEX I** for the template and specifications) which must be resistant to water, dirt, and fading.

3. Requirements for the Drivers:

- a. Should be a holder of valid Professional Driver's License, with a safe and clean driving record, and knowledge of driving rules and regulations.
- b. Should have Certificate of Authenticity issued by LTO.
- c. Should have a valid NBI Clearance.
- d. Physically fit to work as supported by:
 - Health Certificate issued by Quezon City Health Department
 - Drug Test
- e. Should be a holder of NC III Certificate for Passenger Bus.
- f. Should not smoke or consume alcohol, dangerous drugs, or any other similar substances while on duty.
- g. Familiar with local routes and destinations.
- h. Properly attired during hours of operation.
 - Polo Shirt (see **ANNEX J** for the polo shirt)
 - Pants
 - Closed shoes (i.e., rubber shoes)
 - Company ID
- i. Always observe the rules of the road.
- j. Always observe basic courtesy to passenger/s, fellow motorists, and road authorities.
- k. Know all the designated stops of the routes and understand and follow all relevant provisions of this TOR.

4. Requirements for the Conductors:

- a. Should be a holder of valid Conductor's License with Certificate of Authenticity issued by LTO.
- b. Should have a valid NBI Clearance.
- c. Physically fit to work as supported by:
 - Health Certificate issued by Quezon City Health Department
 - Drug Test
- d. Properly attired during hours of operation.
 - Polo Shirt (see **ANNEX J** for the polo shirt)
 - Pants
 - Closed shoes (i.e., rubber shoes)
 - Company ID
- e. Should not smoke or consume alcohol, dangerous drugs, or any other similar substances while on duty.
- f. Always observe basic courtesy to passenger/s, fellow motorists, and road authorities.
- g. Know all the designated stops of the routes and understand and follow all relevant provisions of this TOR.

5. Ridership Tracking – The Bus Operator shall have the capability of implementing a ridership tracking system integrated with the QCitizen ID System.

- a. 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.

- b. Each bus should be ready to integrate with an Auto Fare Collection System that will be nominated by the City.

X. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Forty-Three Million Six Hundred Ninety-Two Thousand Six Hundred Fifty-Two Pesos and 00/100 only (Php 43,692,652.00) inclusive of all relevant taxes and fees

PARTICULARS	UNIT	ROUTE 7		
		QUANTITY	UNIT COST	TOTAL
TRIPS				
Regular Trip	Trips	22,732		
Special Trip	Kilometer	2,300		
TOTAL FOR TRIPS				
ADMINISTRATIVE COSTS				
Materials, Labor, Installation, Repairs and Maintenance of Bus Wrap	Pieces	10		
GPS	Pieces	10		
Monthly subscription for Postpaid Wi-fi	Pieces	10		
Fire Extinguisher	Pieces	10		
Uniform	Pieces	60		
TOTAL FOR ADMINISTRATIVE COSTS				
GRAND TOTAL				Php 43,692,652.00

The fire extinguisher (unless used), shall be turned over to the City at the end of the contract

XI. COST PER TRIP MATRIX

In view of the fuel price volatility, the cost per Regular trip that will be paid by the City is based on the cost matrix below.

PREVAILING RETAIL PUMP PRICES OF DIESEL	COST PER TRIP (in Php)
61.00 and above	Bid-Out Amount
60.99 and below	

The basis of Prevailing Retail Pump Prices of Diesel will be the Common Price of Diesel at Quezon City issued by the Department of Energy. The TTMD will be in-charge in checking the Prevailing Retail Pump Prices at Quezon City Department of Energy on their website (<https://www.doe.gov.ph/retail-pump-prices-metro-manila?withshield=1>).

The maximum cost per trip to be billed by the Bus Operator shall not exceed the bid-out amount for the unit cost per trip.

XII. TERMS OF PAYMENT

a. Valid Completed Trips

a.1. Regular Trip

The payment shall be based on the number of valid completed trips rendered per day which is supported by valid regular trip ticket.

a.2. Special Trip

The payment shall be based on the actual kilometers run for the special trip which is supported by valid special trip ticket.

The Bus Operator shall incorporate the special trip in the monthly billing of regular trips, specifically indicating that it is a special trip with the number of kilometers run and the cost per kilometer.

The Bus Operator shall provide Monthly Letter Request for payment to OCA, thru TTMD, with the following attachments:

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

b. Administrative Costs

The basis of payment for Administrative Costs shall be:

- b.1. Based on actual deliveries and use in Q City Bus Program operations. All items billed to the City shall be brand new and cost per item shall not be more than the bid-out amount per unit. Items delivered shall be verified and inspected by TTMD and GSD.

- Ten (10) bus units with fire extinguisher
 - Compliant with the specifications stated in Section IX.2.i of this TOR.
- Ten (10) bus units with Postpaid Wi-Fi
 - Compliant with the specifications stated in Section IX.2.j of this TOR.
- Ten (10) bus units with GPS
 - Compliant with the specifications stated in Section IX.2.k of this TOR.
- Sixty (60) polo shirts
 - Compliant with the specifications stated in Annex J of this TOR.

Only the items that are accepted by the OCA and inspected by TTMD and GSD shall be valid for payment.

- b.2. Based on actual deliveries and installation of Bus Wraps in ten (10) bus units under the Q City Bus Program in compliance with the specifications in Section IX.2.h of this TOR. Billed bus wraps to the City shall be newly installed and cost per bus wrap shall not be more than the bid-out amount per unit. Installation of bus wraps shall be documented, verified and inspected by TTMD before use in operations.

Only bus wraps that are accepted by the OCA and inspected by TTMD and GSD shall be valid for payment.

XIII. 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.

XIV. 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.

XV. CANCELLATION OR TERMINATION OF CONTRACT

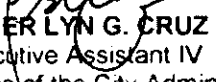
The Contract may be cancelled or terminated:

- a. Should there be any supervening event resulting from National Government Agency projects and/or Local Government projects that may hinder or restrict the operation of the route according to this TOR such as but not limited to the Schedule of Trips, or
- b. Should there be any dispute, controversy or difference between the parties arising out of this TOR, 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 cancellation or termination of this Contract.

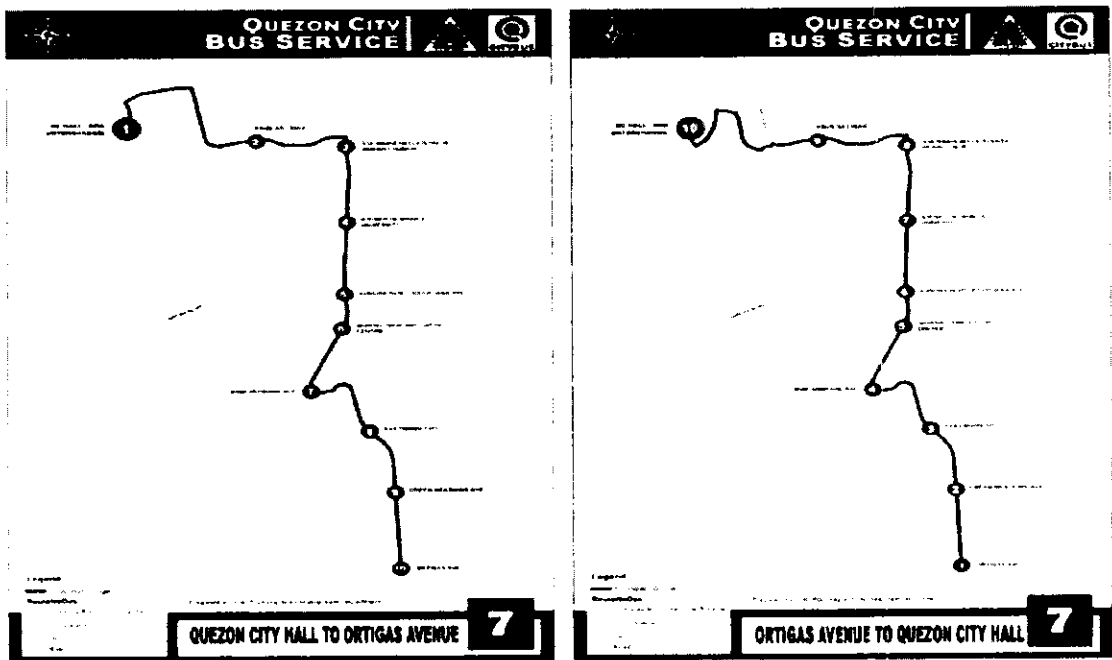
PREPARED BY:


ASHER LYN G. CRUZ
Executive Assistant IV
Office of the City Administrator

NOTED BY:


MICHAEL VICTOR N. ALIMURUNG
City Administrator
Office of the City Administrator

ANNEX A: ROUTE MAP



ANNEX B-1: REGULAR TRIP TICKET

NB

ROUTE 7

QUEZON CITY HALL (NHA) - ORTIGAS AVENUE EXT.

TRIP TICKET

CONTROL NO. _____

BODY NO. _____

PLATE NO. _____

DATE _____

NAME OF BUS _____

SEATING CAPACITY _____

QUEZON CITY HALL (NHA) - ORTIGAS AVENUE EXT.	TIME	PASSENGER	PASSENGER	TOTAL	TIME	INSPECTOR
		LOADED	UNLOADED	PASSENGER		SIGNATURE
1. Ortigas Avenue Extension (1.5 hours)						
2. Green Meadows Avenue						
3. Eastwood City						
4. Boni-Serrano Avenue						
5. P. T. Aragon - Quezon Memorial Medical Center						
6. Aurora Blvd - Katipunan Ave Interchange						
7. Alameda De Manila University						
8. Sta. Mesa Double Decker (Passenger Church)						
9. C.P. Garcia - Kinesiology						
10. QC Hall - NHA Interchange						
TOTAL						

(NB) DISPATCHER

(SB) DISPATCHER

EVALUATOR

BUS DRIVER

BUS ATTENDANT

ANNEX B-2: SPECIAL TRIP TICKET

Office of the City Mayor
TRAFFIC AND TRANSPORT MANAGEMENT DEPARTMENT
Quezon City Bus Service

SPECIAL TRIP TICKET

DATE _____

TIME ISSUED _____

PLATE NO. _____

BODY NO. _____

ENTERING POINT _____

ARRIVAL TIME _____

PASSENGER RELOADED _____

CONTROL NO. _____

NAME OF BUS _____

ROUTE NO. _____

SEATING CAPACITY _____

STARTING POINT _____

DEPARTURE TIME _____

REQUESTING PARTY _____

DISPATCHED BY _____

BUS DRIVER _____

CONDUCTOR _____

APPROVED BY _____

TTMD copy

SB

ROUTE 7

ORTIGAS AVENUE EXT. - QUEZON CITY HALL (NHA)

TRIP TICKET

CONTROL NO. _____

BODY NO. _____

PLATE NO. _____

DATE _____

NAME OF BUS _____

SEATING CAPACITY _____

ORTIGAS AVENUE EXT. - QUEZON CITY HALL (NHA)	TIME	PASSENGER	PASSENGER	TOTAL	TIME	INSPECTOR
		LOADED	UNLOADED	PASSENGER		SIGNATURE
1. Ortigas Avenue Extension (1.5 hours)						
2. Green Meadows Avenue						
3. Eastwood City						
4. Boni-Serrano Avenue						
5. P. T. Aragon - Quezon Memorial Medical Center						
6. Aurora Blvd - Katipunan Ave Interchange						
7. Alameda De Manila University						
8. Sta. Mesa Double Decker (Passenger Church)						
9. C.P. Garcia - Kinesiology						
10. QC Hall - NHA Interchange						
TOTAL						

(SB) DISPATCHER

(NB) DISPATCHER

EVALUATOR

BUS DRIVER

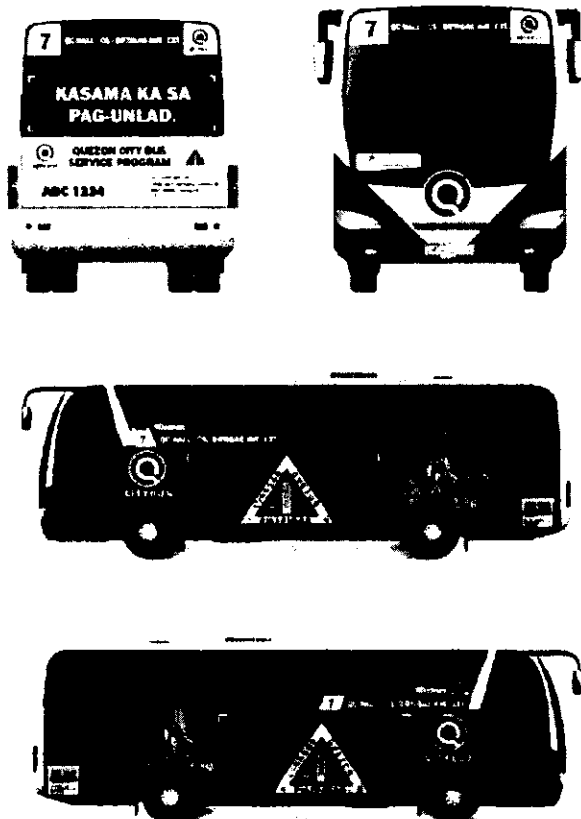
BUS ATTENDANT

Route 7 QCity Bus 2025 TOR | Page 12 of 14

ANNEX C: WIFI NAME AND PASSWORD TEMPLATE

ANNEX D: PLATE NUMBER OR BODY NUMBER OF THE BUS

ANNEX E: BUS WRAP



Specifications:

- a. Material
- McCal - Blue - 6049
 - Red - V-13
 - White - 3501

- b. Colors

MAP SYSTEM COLORS				
Route	Color	CMYK	RGB	HEX
1	Red	0 100 75 0	237 25 65	ed1941
2	Pink (Magenta)	0 100 0 0	236 0 140	ec008c
3	Yellow	0 10 100 0	255 221 0	ffd000
4	Violet	50 100 0 0	146 39 143	92278f
5	Orange	0 50 100 0	247 148 29	f7941d
6	Green	100 0 100 0	0 166 81	00a651
7	Blue	100 50 0 0	0 114 188	0072bc
8	Light Blue (Cyan)	100 0 0 0	0 174 239	00aeef

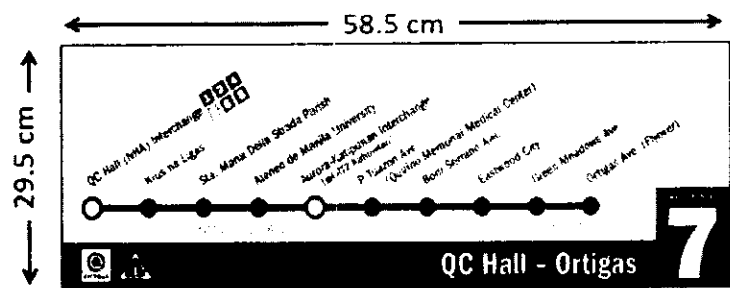
Color	CMYK	RGB	HEX
QC Blue (from Wiki svg logo)	100 88 0 0	30 67 155	1e439b
QC Red (from Wiki svg logo)	13 100 98 3	206 33 41	ce2129
QC Dark Blue (website)	95 65 36 18	17 82 114	115272

- c. Fonts: Franklin_Gothic_Std Family
- d. Size (front, back, left, and right side) – the size of bus wrap varies based on the bus unit of the Bus Operator

ANNEX F: PRIORITY SEAT



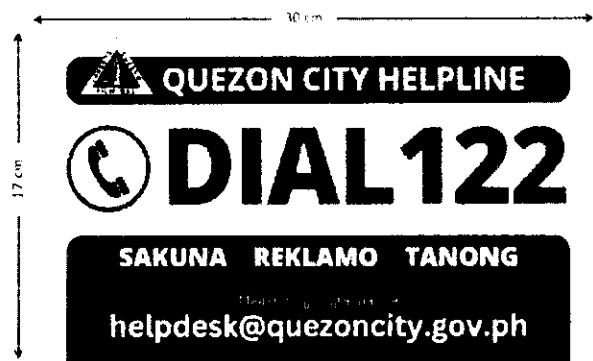
ANNEX G: SYSTEM MAP



ANNEX H: LIBRENG SAKAY SIGNAGE



ANNEX I: HELPLINE 122



ANNEX J: UNIFORM



Specifications:

- Material – cotton polo shirt
- Color – navy blue
- Size – assorted sizes
- Prints – the template for the following prints will be provided by the City, which should be printed and embroidered:
 - QCity Bus
 - QC Government
 - Quezon City Website
 - Quezon City Logo
 - Kasama Ka Sa Pag-Unlad