

**TERMS OF REFERENCE
PROVISION OF SERVICES
HIRING OF TRANSPORT SERVICES (OVERSEAS) FOR THE
DTI DUBAI SECRETARIAT TEAM OVER-ALL PREPARATIONS AND
OPERATIONS OF THE PHILIPPINES PAVILION @ EXPO 2020 DUBAI**

I. BACKGROUND:

The Government of the Philippines will participate in the EXPO 2020 Dubai, UAE from 1 October 2021 to 31 March 2022. Under the theme: "**Connecting Minds, Creating the Future**," the Expo event provides an excellent opportunity to enhance the country's presence in a global scale, promote the Philippines' commercial and public interest in the Middle East, Africa, and South Asia (MENASA) regions, and benefit from new and sustainable solutions and transformative concepts that are product of the collaboration of ideas and experiences of various nations.

The Philippines is located at the Sustainability Theme Area in a plot size of 3,163.25 sqm. with 1,386.25 sqm. for the pavilion and the rest of space for outdoor activation. Accordingly, the Philippines participation will revolve around the thematic concept of **Bang-kota** or Philippine Reef.

To maximize our participation in EXPO 2020 Dubai, the Philippines will adopt a three-pronged marketing strategy: Country Branding, Trade, Tourism and Investments Promotion and Business to Consumer Activities through a National Pavilion, Exhibitions, B2B matching activities, Fora and Conferences, High-level visits, and Cultural Events.

The Department of Trade and Industry (DTI) which has been designated by the Office of the President as lead implementing agency for this activity by virtue of Administrative Order # 17 is tasked to plan, execute and supervise the National Pavilion, including all commercial activities within the pavilion (i.e. restaurants, souvenir shops), business programs, events, cultural presentations of the Philippines in EXPO 2020 Dubai.

Starting 21 July 2021, the DTI Dubai Secretariat Team who will be deployed to Dubai, UAE will activate the Philippines @ Expo Secretariat Office at the Philippines Pavilion and will be in-charge of coordinating and implementing the over-all preparations and operations of the Philippines Pavilion @ Expo 2020 Dubai which shall include but not limited to the following: attend to several preparatory and technical meetings in and outside the Expo site, activate the DTI Dubai Secretariat Office located at the Philippines Pavilion @ Expo 2020 Dubai and the Expo Village, testing and commissioning of the Pavilion Exhibitories, conduct of Expo's site-wide security sweep and test events, conduct promotional campaigns in and outside Dubai Emirates and other critical activities/events relevant in obtaining the Operational Fitness Certificate (OFC) of the Pavilion.

II. OBJECTIVES:

Relative to the Philippines Participation and all activities therein, the DTI Dubai Secretariat Team will need a UAE-based **TRANSPORTATION SERVICES COMPANY** which will provide transportation services on fixed basis, on ad-hoc basis and on point to point basis, for the period covering **21 July 2021 to 31 August 2021**

Core Services: This includes provision of car and fixed transport services on a daily basis, as well as ad-hoc drivers and cars when the team has a large or special demand on transport services

Ancillary Services: Other transportation services should be available upon the Team's request, and involve point to point transfer service as follows:

- Personnel and baggage transportation services from Dubai International Airport/ Al Maktoum Airport to Dubai Investment Park/ Expo Village and back
- Personnel and baggage transportation services from Dubai Investment Park/ Expo Village to Abu Dhabi, Ajman, Dubai, Fujairah, Ras Al Khaiman, Sharjah, Umm Al Quwain and back

III. RATIONALE:

As a consequence of the global spread of the coronavirus, daily mobility habits have changed worldwide. People are avoiding using public transportation such as buses, trains and carpools across the globe. Private services are the preferred modes of transportation to reduce risk of exposure. The hiring of a Transportation Services Company is seen to be more beneficial for the health and safety of the officials and officers given the present restrictions on human mobility and travel brought about by the COVID-19 pandemic.

The hiring of a transport services company shall aid in the efficient delivery of all critical items, activities and events relevant to Pavilion operations. This shall avoid any down time wasted and improve daily efficiency.

More importantly the private transportation shall address any distance challenges and give the team more flexibility in attending to various programmed and unprogrammed/ emergency activities that will be encountered during the said duration.

IV. SCOPE OF WORK AND DELIVERABLES:

A. The Transport Service Company is expected to provide the following services:

For the car and driver rental services:

1. Provide the transportation service for the DTI Dubai Secretariat Team of the Philippines Pavilion according to the transportation schedule set forth in Annex A- TRANSPORTATION SCHEDULE.
2. Provide transport services which shall include English speaking driver/s, coordinators and conductors (if any), inclusive of daily maintenance, gasoline and any supplies and repairs needed. Assigned vehicles should be able to accommodate 3-10 passengers and be of model year 2018 and onwards;
3. Provide qualified personnel including a transport manager who can read, write, speak and understand English;
4. Keep an immediate replacement of vehicles if any of the vehicles will have a mechanical breakdown;
5. Obtain and ensure the comprehensive insurance coverage including medical coverage for his personnel, passenger insurance, equipment and operations, GPS tracking system, Expo's required vehicle access and necessary permits required by the Road Transport Authorities for all vehicles; This is considered a mandatory requirement where non-compliance will result in terminating the contract;
6. Maintenance and cleaning of the transport services;
7. Equip the necessary vehicle tools and safety measures which shall include but not limited to the following:
 - a. Air condition
 - b. Spare wheel

- c. Standard tool kits (including jack and bolt wrench)
 - d. Safety triangle
 - e. Fire extinguisher
 - f. Air pump
 - g. Air bags
 - h. Seat belts
 - i. First aid kit including health and sanitation devices and supplies (contactless thermometer, tissue, water, alcohol/ sanitizers, face masks, etc.)
 - j. Valid comprehensive insurance (including motor, driver and passenger)
 - k. Valid registration documents
8. Attend to accidents involving their driver and/or vehicles;
 9. Provide the driver's meals/ allowances including standard uniform to the appointed drivers.
 10. Maintenance of the transport coordinator and driver's driving behavior, speed acceleration, harsh barking, alcohol and drug use, criminal records. DTI will not accept any drivers with criminal record nor alcohol and drug use;
 11. Must submit a financial proposal/ quotation to cover all expenditures to be incurred in the performance and delivery of said services

For driver qualifications and entitlements:

12. Ensure that personnel acting on behalf of the service provider shall not be entitled for any benefit, payment, compensation or entitlement except for as provided to the service provider by this agreement;
13. Upon receipt of the contract, present to DTI copies of the assigned driver contracts, compensation and medical insurance plans and policies, and the social security plans

For transport manager and driver responsibilities:

14. Complete on daily basis the vehicle's log book which includes the destination, the date, the name of the driver, the car plate number, the start and end time per trip, the overtime hours if applicable, and the mileage and will be submitted thereafter to the DTI Dubai Secretariat Team;
15. Ensure that the services to be provided must be performed in full consideration to the confidentiality of DTI;
16. The driver will report to the DTI Dubai Secretariat Team's Pavilion Officer for Operations and/or Pavilion Officer for Logistics in relation to day-to-day duties
17. Park at the designated Philippines Pavilion parking space within the Expo 2020 Dubai site or at other secured parking spaces coordinated with the DTI Dubai Secretariat Team;
18. The driver must comply with the traffic laws, the DTI Dubai Secretariat Team will not be responsible for any damages to the rented car that results from the driver's non-compliance to the traffic laws
19. The driver will not smoke in the car, not accelerate the speed or harsh brake.
20. The driver should not leave the vehicle motor open when the vehicle is not moving
21. The driver shall be present at the designated pick-up point at 7:30 am to be prepared for his daily assignment. The call time will be subject to any adjustments when deemed appropriate

B. The DTI Dubai Secretariat Team is expected to provide the following:

1. Appoint a primary point of contact who will be in-charge of managing day-to—day transport services and request additional drivers and vehicles on ad-hoc basis

2. All requests for ad-hoc daily and weekly drivers should be presented through an email sent at least 24 hrs. in advance
3. Access to the Philippines Pavilion premises: DTI will grant access to the drivers into the Philippines Pavilion by providing the necessary access to each driver and vehicle

V. GENERAL GUIDELINES

1. In case of any transportation schedule are cancelled/ adjusted, the DTI Dubai Secretariat Team and the Transportation Services Company will negotiate terms and payment or undertake replacement/ adjustments necessary
2. Important Note: Unless otherwise specified in the Terms of Reference (TOR), costs for the enumerated services and facilities are inclusive in the Transport Services Company rate
3. Must be open to handle all other transportation services outside of those indicated in the schedule which will be costed out using the same rates as quoted
4. Transport service charges shall be based on daily confirmed booking/ trips.

VI. TECHNICAL ELIGIBILITY

1. Must be operated and legally registered Transportation Services Company in the UAE
2. Must have a track record of providing transport services for the past 2 years to various important high-level activities held in the UAE
3. Transport Manager and Drivers must have the necessary qualifications and work experience to handle transportation services (i.e. RTA certified)
4. Must be willing to adhere to the Payment Terms of the Philippines government

VII. ELIGIBILITY REQUIREMENTS

The bidder must be able to submit the following eligibility requirements:

1. Company Profile (see template) and Trade License issued by the Municipality
2. List of corporate clients serviced for the past 2 years (see template)
3. List of ongoing corporate contracts in the UAE (see template)
4. Detailed resume of the transport manager and driver/s to be assigned (indicating experience, etc. Driver/s to be assigned must have a minimum of 5 years of professional and practical experience in providing transport services)
5. Vehicle fleet (incl. vehicle details and photos) that will be used to perform/ deliver transportation services
6. Financial Bid Form with attached financial proposal/ quotation citing the breakdown of all expenditures to be incurred in the performance and delivery of required services (see template)

V. PERIOD COVERED : July 21- August 31, 2021 (42 days)

VI. BUDGET AND TERMS OF PAYMENT:

Approved budget for the contract (ABC) is **PHP 932,920.00 or USD 18,658.40** inclusive of all applicable taxes in the UAE upon delivery of completed requirement. The winning bid shall be determined based on the quality of proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the ABC.

Invoices and Payments must be issued/ payable to the **Republic of the Philippines Pavilion –Expo 2020 with license no. EXP-01-46.**

Payment schedule will be as follows:

Payment	Period
1 st Payment (August 20, 2021)	July 21- August 16, 2021
2 nd /Full Payment (September 1, 2021)	August 17-31, 2021

Payment will be processed upon receipt of the invoice/ request for payment from the winning bidder after services have been rendered. All payments shall be subject to applicable Philippine government laws and regulations.

VI. BUDGET SOURCE: PH Expo 2020 Dubai FY 2021 budget

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