



Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**TERMS OF REFERENCE**

**Van Rental for DPO ACE Program (Regional) Level 1: Baguio City (August 28-30, 2019)**

**I. Background**

The National Privacy Commission (NPC) intends to procure rental of one (1) van to transport NPC employees from the Philippine International Convention Center, Pasay City to Baguio City to conduct the DPO ACE Program Level 1: Baguio City on August 28-30, 2019. In addition, departure from Baguio City to Pasay City on August 30, 2019 will be included. The vehicle rental will be procured through the budget allocated for the DPO ACE Program (Regional) Level 1 from the Project Procurement Management Plan (PPMP) of PHIL-DPO.

**II. Technical Requirements**

1. One (1) unit of van on August 28-30, 2019
2. Pick up point – PICC, Pasay City to Baguio City – August 28, 2019
3. Drop off point – Baguio City to PICC, Pasay City – August 30, 2019
4. Fully air conditioned
5. Preference for model of van

**III. General Requirements:**

1. Rate offers must be for the required date and time only, inclusive of VAT, driver's food, fuel cost, toll fees and parking fees and all applicable taxes and charges.
2. Additional charges in excess of the minimum hours per day service should also be indicated, if applicable.
3. All vehicle units are required to have drivers with uniforms.
4. Rental Company must provide "best effort basis" replacement units on the day the vehicles are restricted from the Unified Vehicle Reduction Scheme (UVRSS) and during accidents and repairs with the same class and same carrying capacity.
5. Inclusive of comprehensive insurance coverage (CIC), third party liability (TPL), bodily injury (BI) and Auto Passenger Insurance Coverage (APIC).
6. Availability of a 24-hr action team to any road/traffic emergency situation such as accidents and breakdown.

III. Approved Budget for the Contract

Vehicle rental = Php15,000.00

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