



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF ASEAN AFFAIRS**

**REQUEST FOR QUOTATION**

10 September 2021

Sir/Madam:

The Office of the ASEAN Affairs of the Department of Foreign Affairs plans to rent vehicles for the 38th and 39th ASEAN Summits and related Summits scheduled in the last week of October 2021.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the above-mentioned procurement. The Department accepts open quotations submitted directly, through email at the address given below. Quotations should not exceed the Approved Budget for the Contract (ABC) of Two Hundred Thousand Philippine Pesos only (**Php 200,000.00**).

Should you require further clarification, please contact Ms. Mabelle A. Navarro at mobile no. 09682378933 or send an email to maribelle.navarro@dfa.gov.ph.

Very truly yours,

  
**JUNEVER M. MAHILUM-WEST**  
Assistant Secretary

Deadline of the submission of quotations is on **13 September 2021, 12:00 noon**.

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form (in company letterhead).
- Price quotation shall be denominated in Philippine pesos and shall include all taxes, duties, and/or other lawful charges.
- Payment will only be effected upon strict compliance with the government prescribed accounting and auditing requirements.
- Bidders shall comply with the technical specifications attached to the Request for Quotation.
- The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

## TECHNICAL SPECIFICATIONS

PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC)
<p>RENTAL OF VEHICLES</p> <ul style="list-style-type: none"><li>● Three (3) units of SUV or Van for the last week of October 2021;</li><li>● Capacity of 4 to 6 passengers;</li><li>● Eight (8) days rental in October 2021, minimum of 12 hours per day;</li><li>● Route: NCR and CALABARZON;</li><li>● All drivers should be in their proper uniforms;</li><li>● All vehicles should be covered each with comprehensive insurance coverage (CIC), third party liability (TPL), body injury (BI), and Auto Passenger Insurance Coverage (APIC);</li><li>● Implementing sanitary and health measures under the DOTr protocols/guidelines for transport operations (copy attached);</li><li>● Rate offer should indicate its daily net rate basis, driver's food, fuel cost, toll fees, parking fees, and its additional charges in excess of the minimum hours per day, if applicable;</li><li>● Payment will be effected by strict compliance with the government prescribed accounting and auditing requirements.</li></ul>	<p>Php 200,000.00</p>