



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF PUBLIC AND CULTURAL DIPLOMACY

Sir/ Madam:

The Department of Foreign Affairs intends to **lease Coaster/s** for the participants of the **Filipino Food Month Celebration** on 30 April 2023 and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance of the attached technical specifications for the lease of vehicles request. The Department accepts open quotations and you may submit directly through the email given below.

Quotations should not exceed the Approved Budget for the Contract (ABC) of One Hundred Thousand Pesos Only (PHP 100,000.00). Kindly submit your proposed quotation by **20 April 2023 on or before 12:00 noon**.

Should you require further clarifications, please contact the Cultural Diplomacy Division at office nos. 8834-4028 and 8834-4029 or send an email to opcd.div3@dfa.gov.ph.

Thank you

Very truly yours,

A handwritten signature in black ink, appearing to read 'Arvin R. De Leon'.

ARVIN R. DE LEON
Assistant Secretary

Pasay City, 17 April 2023

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : Office of Public and Cultural Diplomacy-Cultural Diplomacy
Division (OPCD-CDD)

PROJECT : LEASE OF MOTOR VEHICLE/S FOR THE FILIPINO FOOD MONTH
CELEBRATION IN DAGUPAN CITY, PANGASINAN ON 30 APRIL 2023

With reference to the Filipino Food Month Celebration event to be held in Dagupan City, Pangasinan on 30 April 2023, OPCD-CDD needs to lease motor vehicle/s for the said activity.

The service provider/s should meet the following technical specifications/terms of reference requirements:

Date	Qty	PARTICULAR	Approved Budget for the Contract (ABC)
30 April 2023 (Sunday)	1-2 units	<p>Coaster/s</p> <p>*15 to 22-seater, clean, sanitized and air conditioned vehicle for the whole day rental and use. Clean</p> <p>*Back-up vehicle in case of break down.</p> <p>Fees must be inclusive of driver, driver's meals, passenger insurance, diesel/gasoline, toll fees, and other applicable fees.</p> <p>Drivers should be fully vaccinated and neatly dressed (preferably in company's uniform). Drivers should be familiar with the destination and can identify the fastest and easiest route to avoid traffic and delays.</p>	Php 100,00.00

Detailed Itinerary: **DFA-Roxas Blvd- to Dagupan, Pangasinan and vice versa**

Date/Time	Location
7:00 AM	Assembly Time
7:30 AM	Estimated Departure from DFA Pasay City to Dagupan
11:00 to 1:00 PM	Dagupan City, Hall 3 Jimmy L. Fernandez Sports Center

1:15 to 1:45 PM	Bonuan Tondaligan Beach (tentative)
2:00 PM	Congressman de Venecia's residence (for confirmation)
5:00 PM	Opening of the Bangus Grill Line along the New De Venecia Highway
7:00 PM	Estimated Time of Departure from Dagupan

Documentation:

1. Bidders/Service Providers must be able to submit the following documents:
 - 1.1. Proof of valid PhilGEPS registration;
 - 1.2. Copy of current Mayor's Permit;
 - 1.3. Copy of BIR Certificate of Registration;
2. The Quotation/s should indicate the **total price (inclusive of the applicable taxes and fees)** and do not exceed the Approved Budgets for the Contract (ABC) at **PHP100,000.00**;
3. Payment should be "**Send Bill**" arrangement: and

Contact persons/details: **Ms. Vivian M. Bjarin-Laurel/ (02) 8834-4028,**
Ms. Nikki Paula A. Mendoza/ (02) 8834-4029
Email: opcd.div3@dfa.gov.ph

Note:

1. Item number 1 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be tagged as **FAILED**.
2. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.

Conforme:

Signature over Printed Name: _____
Position: _____
Company Name: _____
Date: _____