



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

30 May 2023

Sir/Madam:

The Office of Middle East and African Affairs (OMEAA) of the Department of Foreign Affairs would like to request for a quotation regarding the lease of vehicles on the forthcoming visit of the Israeli Foreign Minister Eli Cohen on 04-06 June 2023.

Please find the attached Terms of Reference (TOR). Deadline for submission of quotations is 02 June 2023, 12:00NN

Your early response would be much appreciated.

Thank you.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'M. Melicor'.

MARDOMEL CELO D. MELICOR
Assistant Secretary

Rental cars company



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Terms of Reference for the Lease of Vehicles

Project Name : Official Visit of Israeli Foreign Minister Eli Cohen
Date : 04-06 June 2023 (3 days)
Transportation : 1 Luxury car for the Foreign Minister
1 Van for Israel delegation
1 Sedan for Protocol Officers
Venue : Metro Manila
Approved Budget : P124,500.00

Terms of Reference :

1. Must agree to the Payment Term of: **Send Bill Arrangement.**
2. Must provide the following documentary requirements upon sending quotation:
 - 2.a - Valid PhilGEPS Registration Number
 - 2.b - Copy of current ITR
 - 2.c - Copy of current Business Permit / Mayor's Permit
3. Must be in the business for a minimum of five (5) years;
4. Must NOT EXCEED the Approved Budget for the Contract;
5. In case when two or more bidders are determined as the lowest calculated bid, the winning bidder shall be determined by the highest ranking rating based on all submitted quotations;
6. The winning bidder shall be notified ahead of time prior to the scheduled event and shall deliver the required services at least two (2) hours before the start of the event; and
7. Upon delivery of services, the winning bidder must submit its billing statement and provisional receipt. All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.

GLORIETTA A. PINERO
Administrative Officer

24 May 2023, Pasay City