



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**HUMAN RESOURCES MANAGEMENT OFFICE**

12 July 2023

Dear Sir/Madam,

In view of the celebration of the 125th Founding Anniversary of the Department of Foreign Affairs, the Human Resources Management Office (HRMO) plans **to lease five (5) buses/coaches with minimum 45 seating capacity** to shuttle the guests, participants and members of the Organizing Committee from DFA Main Office in Pasay City to and from Malacañan Palace on Wednesday, 19 July 2023 (tentative).

In this regard, you are kindly requested to provide a proposal and quotation of your best offer, subject to the [Terms of Reference](#) and [Terms and Conditions](#) provided in the succeeding pages. You may submit said quotation, duly signed by you or your authorized representative, **not later than Monday, 17 July 2023, 12:00 NN**.

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of R.A. No. 9184), otherwise known as the Government Procurement Reform Act.

For submission of open quotations and/or further information, please contact Ms. Khristine Joy Tamanio or Ms. Dada Aromin at telephone no. 8834-4000 local 3158 or email address at [hrmo.praise@dfa.gov.ph](mailto:hrmo.praise@dfa.gov.ph)

Thank you.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Mersole J. Mellejor'.

**MERSOLE J. MELLEJOR**  
Executive Director

HR-P-8398-2023

## TERMS OF REFERENCE

### Transport Services for the Guests and Participants of the 2023 DFA Day (Lease of Vehicle)

I.	<p><b>BACKGROUND</b></p> <p>The celebration of the Department of Foreign Affairs' 125th Founding Anniversary is tentatively scheduled on Wednesday, 19 July 2023 at the Malacañan Palace. It plans <b>to lease five (5) buses/coaches</b> to shuttle guests, participants, and members of the Organizing Committee from the DFA Main Office in Pasay City to and from the Malacañan Palace in Manila.</p> <p>The Approved Budget for the Contract (ABC) is <b>Ninety Thousand Pesos only (Php 90,000.00), inclusive of taxes, bank charges, and other lawful fees.</b></p>
II.	<p><b>SCOPE OF WORK</b></p> <p>The transport service provider is expected to:</p> <ol style="list-style-type: none"><li>1. Provide five (5) well-maintained and air-conditioned 45-seater buses/coaches, with driver, to shuttle the guests, participants, and members of the DFA Day Organizing Committee from DFA Main Office, Roxas Boulevard, Pasay City to and from Malacañan Palace, Manila on Wednesday, 19 July 2023.</li><li>2. Provide gasoline allowance, parking fees, and toll fees, if any, for the five (5) vehicles.</li><li>3. Shoulder meal allowances and health tests (i.e. COVID-19 RT-PCR or Antigen tests) of the drivers.</li><li>4. Submit the details of their vehicles and names of their drivers for security checks and clearances to be conducted by the DFA's Intelligence and Services Unit and the Presidential Security Group.</li></ol> <p>The Department of Foreign Affairs shall:</p> <ol style="list-style-type: none"><li>1. Prepare the transportation plan for the movement of the vehicles, including the identification of pick-up and drop-off points and schedules for the guests and participants.</li><li>2. Assign a focal person for each vehicle who shall usher the guests and participants during departure and arrival at the venues, and ensure that the passengers assigned in each vehicle are accounted for.</li></ol>
III.	<p><b>DURATION</b></p> <p>The shuttle service shall be available for ten (10) hours on Wednesday, 19 July 2023. The End-user will inform the transport service provider on the time the shuttle service will commence.</p>

VI.	<p><b>DOCUMENTARY REQUIREMENTS</b></p> <p>Interested transport service providers are requested to submit the following documentary requirements:</p> <ol style="list-style-type: none"> <li>1. Price quotation</li> <li>2. PhilGEPS registration</li> <li>3. Valid Business Permit / Mayor's Permit</li> <li>4. Latest Income Tax Return</li> </ol>
V.	<p><b>HEALTH PROTOCOLS</b></p> <p>The transport service provider shall abide by the health protocols issued by relevant authorities at the time of the event, and <b>shall bear the costs of the required tests and personal protective equipment</b> (e.g. COVID antigen test, RT-PCR test, face masks, face shield, etc.) for their drivers and other personnel.</p> <p>Furthermore, the transport service provider shall abide by any changes in the details (e.g. venue, date, quantity, etc.) of the event which will be conveyed by the End-user at least five (5) days before the event.</p>
VI.	<p><b>FEES AND TERMS OF PAYMENT</b></p> <ol style="list-style-type: none"> <li>1. <b>Send Bill</b> arrangement based on government terms.</li> <li>2. Payment shall be made <b>within sixty (60) working days upon the transport service provider's submission of the sales invoice and complete supporting documents</b>, and audited by the Office of Financial Management Services - Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP).</li> <li>3. All payments shall be <b>inclusive of all applicable taxes, bank charges and other lawful charges.</b></li> </ol>

### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s to be denominated in Philippine pesos shall include all taxes, duties and/or levies payable.
3. The **Approved Budget for the Contract (ABC) is Php 90,000.00**, inclusive of taxes, bank charges and other applicable fees.
4. Proposals/quotations **higher than the ABC will be automatically disqualified.**
5. Compliance with the requirements is requested for the Department to consider your offer.
6. The Department reserves the right to reject any and all quotations, declare a failure or not to award the contract for any justifiable and reasonable grounds.