

## REQUEST FOR QUOTATION

Date: 02 August 2023

Sir/Madam:

The Department of Foreign Affairs-Human Resources Management Office (HRMO) intends to procure a lease of motor vehicles for its personnel who will be attending the face-to-face Seminar-Workshop on Health and Resilience in the Workplace scheduled 02 to 03 September 2023, Saturday and Sunday, in Caliraya Resort Club, Brgy. Lewin, Lumban, Laguna, Philippines.

Please quote your best offer, subject to the Terms and Conditions provided in the attached Terms of Reference (TOR). You may submit your quotation duly signed by you or your authorized representative not later than 07 August 2023, 12:00 nn.

Open quotations may be submitted through email address and contact numbers indicated below. You may also refer to the Terms of Reference for the list of technical specifications and scope of service requirements.

For further information, please contact Mr. Mark Santos or Ms. Helen Guevarra with telephone no. 8834-4000 local 3116 / 4421 or email at [mark.santos@dfa.gov.ph](mailto:mark.santos@dfa.gov.ph) / [helen.guevarra@dfa.gov.ph](mailto:helen.guevarra@dfa.gov.ph).



**CHRISTOPHER B. MONTERO**

Assistant Secretary

Human Resources Management Office

### **TERMS OF REFERENCE**

1. Bidder 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 180,000.00** inclusive of all fees and taxes.
4. Compliance with the requirements is requested for the Department to consider your offer.
5. 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.

**TERMS OF REFERENCE**

	<p><b><u>Background and Objectives:</u></b></p> <p>The HRMO plans to conduct an overnight face-to-face Seminar-Workshop on Health and Resilience in the Workplace scheduled on Saturday and Sunday, 02 to 03 September 2023, to be participated in by its personnel.</p> <p>I. The weekend schedule for this activity is intended to ensure that there will be no undue interruptions in the delivery of HRMO's services to Department personnel during weekdays .</p> <p>The training/workshop aims to:</p> <ul style="list-style-type: none"> <li>• promote a work environment that fosters strength and well-being</li> <li>• Discuss coping strategies and stress management, and achieve quality and efficient performance through closer interaction among co-workers and colleagues</li> </ul>													
II	<b>Particulars</b>	<b>Statement of Compliance</b>												
III.	<p><b><u>SCOPE OF WORK</u></b></p> <p>a) To provide four (4) chauffeured rented 45-seater vehicles which includes: food of the driver, toll fee, gas, and accommodation of the driver</p> <p>b) Round trip from DFA to Caliraya Resort Club at Brgy. Lewin, Lumban, Laguna</p> <p>c) Below the scheduled of the rented vehicles</p> <table border="1" data-bbox="267 1315 1182 1589"> <thead> <tr> <th>Bus No.</th> <th>Pick Up Location</th> <th>Drop Off</th> <th>Date and Time</th> </tr> </thead> <tbody> <tr> <td>Bus 1-4</td> <td>DFA-Pasay</td> <td>Caliraya Resort Club</td> <td>02 September 2023, 7:00am</td> </tr> <tr> <td>Bus 1-4</td> <td>Caliraya Resort Club</td> <td>DFA-Pasay</td> <td>03 September 2023, 1:30pm - 2:00pm</td> </tr> </tbody> </table> <p>d) The Supplier must provide:</p> <ul style="list-style-type: none"> <li>i) PhilGEPS Registration</li> <li>ii) Mayor's / Business Permit</li> <li>iii) Copy of Income Tax Return</li> </ul>	Bus No.	Pick Up Location	Drop Off	Date and Time	Bus 1-4	DFA-Pasay	Caliraya Resort Club	02 September 2023, 7:00am	Bus 1-4	Caliraya Resort Club	DFA-Pasay	03 September 2023, 1:30pm - 2:00pm	
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IV	<p><b><u>Technical Specification:</u></b></p> <p>a) The assigned Driver must possess a valid professional driver's license</p> <p>b) The vehicle must be at least 45-seater and in good condition</p>	
V	<p><b>Contractor/Supplier Qualification</b></p> <p>The Supplier shall comply with the following minimum requirements:</p> <p>a) PhilGEPS Member</p> <p>b) Experience in hosting seminars/training/workshop for big participants</p>	
VI	<p><b>Supplier Obligation:</b></p> <p><u>The supplier shall:</u></p> <p>a) comply with all the requirements of HRMO</p>	
VII	<p><b>Delivery Schedule:</b></p> <p>a) Supplier should make sure that the requirements of HRMO be available on 02 to 03 September 2023</p>	
VII 1	<p><b>Fees and Terms of Payment</b></p> <p>a) The budget for the HRMO lease of four (4) 45-seater vehicles with driver shall be <b>One Hundred Eighty Thousand (P 180,00.00)</b> inclusive of all costs, taxes, and fees, payable upon a send bill arrangement through HRMO</p> <p>b) Payment shall be made within thirty (30) days upon the supplier's submission of documentary requirements, and as audited by the DFA Office of Financial Management Services through a list of Due and Demandable Accounts Payable (LDDAP).</p>	

**NOTE:**

Bidders/Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specification, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder/Supplier, with proof of authority to sign and submit the bid for and on behalf of the Bidder/Supplier concerned. If the Bidder/Supplier is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.