



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

The Office of Asian and Pacific Affairs (ASPAC) of the Department of Foreign Affairs (DFA) will host the **3rd PH-Brunei Joint Commission on Bilateral Cooperation (JCBC)** on 14-16 August 2023. In this regard, may we request a quotation for the lease of motor vehicles based on the following Terms of Reference:

<p>Lease of two (2) units of Motor Vehicles from 14 to 16 August 2023</p>	<p><u>To be used by the Delegation (14-16 August 2023)</u></p> <ul style="list-style-type: none">• One (1) unit mid-size sedan with more headroom and legroom• One (1) unit 12-seater van <p>For three (3) days: 14 August 2023 - 12 hours 15 August 2023 - 12 hours 16 August 2023 - 12 hours</p> <p>(including driver with uniform and negative RT-PCR test, gasoline/diesel, payment for toll and parking fees, and driver's meals) to be used within Metro Manila.</p>
<p>Lease of one (1) unit of Motor Vehicle for 15 August 2023</p>	<p><u>To be used by ASPAC (15 August 2023)</u></p> <ul style="list-style-type: none">• One (1) unit regular sedan <p>For one day use only – 15 August 2023 – 12 hours</p> <p>(including driver with uniform and negative RT-PCR test, gasoline/diesel, payment for toll and parking fees, and driver's meals) to be used within Metro Manila.</p> <p>Approved budget: Php72,000.00</p> <p>Terms of Payment: Send Bill Arrangement (Government Terms)</p> <p>Documentary Requirements: Valid PhilGEPS Certificate of Registration, Copy of current Income Tax Return, Copy of current Business Permit/Mayor's Permit</p>

Please submit your quotation/rate duly signed by you or your authorized representative **on or before 09 August 2023 at 12NN**. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph. For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,


ROWENA MA. CARMEN T. SIERRA
Administrative Officer

Pasay City, 05 August 2023