



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Terms of Reference for the Lease of Vehicles

Project Name : 8th PH-Iraq Joint Commission Meeting (JCM)
Date : 29 – 31 August to 01 September 2023
Transportation : 1 Sedan car for the Iraq Head of Delegation
1 Van, 12-seater for PH Delegation
1 Coaster for Iraq Delegation
Venue : Metro Manila
Approved Budget : P120,000.00

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, OMEAA