

TERMS OF REFERENCE

LEASE OF VEHICLE FOR THE CONDUCT OF GENDER AND DEVELOPMENT: SEMINAR ON ANTI-SEXUAL HARASSMENT AND SAFE SPACES ACT

Date : 29 September to 01 October 2023

I. Background

The Office of the Secretary will conduct Gender and Development: Seminar on Anti-Sexual Harassment and Safe Spaces Act

II. Requirements

- Approved Budget for the Contract (ABC) is PHP 120,000
- Route: Manila-Baguio-Tublay-Baguio-Manila
- Air-conditioned Bus that can accommodate 40 pax
- Supplier/Transportation Company to provide/shoulder the following:
 1. Gas and toll fees
 2. Meals and Room accommodation of the driver

III. Other Requirements

- Bidders should accept a send bill arrangement
- Quoted price should be in Philippine peso and should include all taxes and duties
- Must have copy of latest **PHILGEPS Certificate** of membership
- Must have the latest Business/ Mayor's permit
- Must have latest Income Tax Return (ITR)