



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

TERMS OF REFERENCE

Office : **OFFICE OF AMERICAN AFFAIRS**

Project : **LEASE OF MOTOR VEHICLE**


The Department of Foreign Affairs – Office of American Affairs (OAA) would like to procure the services of an experienced and reputable vehicle rental service for the official visit of a foreign dignitary on 12 – 14 October 2023.

The service provider must be able to provide and/or perform the following:

1. A company driven, year 2020 or later model midsize black luxury sedan that is befitting for transporting a foreign dignitary;
2. Two (2) company driven subcompact sedan;
3. Service of a well-trained, professional drivers with company supplied mobile phones;
4. Rental rates for the three (3) vehicles with the following specifications, inclusions and schedule:

Vehicle Type	Schedule	Inclusions
One (1) unit model 2020 or later midsize black luxury sedan	<u>October 12:</u> Half day (5 hours)	Rate should include driver's fee, meal, insurance and fuel cost, parking and toll fees
	<u>October 13:</u> Whole day (10 hours)	
	<u>October 14:</u> Whole day(10 hours)	
Two (2) units black subcompact sedans	<u>October 12:</u> Whole day (10 hours)	Rate should include driver's fees, meals, insurance and fuel cost, parking and toll fees
	<u>October 13:</u> Whole day(10 hours)	
	<u>October 14:</u> Whole day (10 hours)	

5. Proof of valid **PhilGeps** registration;
6. Copy of 2023 Mayor's Permit;
7. The Approved Budget for the Contract is **One Hundred Forty Thousand Pesos (Php 140,000.00)** only;
8. The quotation should indicate the total net price; and
9. Payment should be by "send bill" arrangement.


JOSÉ VICTOR V. CHAN-GONZAGA
Assistant Secretary

Pasay City

Note: Items 5-6 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be flagged as **FAILED**.