



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**REQUEST FOR QUOTATION**

26 October 2023

**Sir/ Madame:**

The Department of Foreign Affairs - Internal Audit Service (IAS) would like to request a quotation for the following items:

<b>Product/Service</b>	<b>Lease of Motor Vehicles for IAS Team Building Activities</b>
<b>Description/ Specifications</b>	
<b>Date</b>	03-05 November 2023
<b>Event Title</b>	IAS Team Building, Wellness and GAD Activities
<b>Number of Passengers</b>	Sixteen (16) pax with luggage
<b>Number of Motor Vehicles</b>	Two (2) Commuter Vans
<b>Activities / Destination</b>	<b>03 November 2023</b> , 6:30 a.m. Transport IAS personnel from DFA Home Office, Pasay City to TBA venue in Baguio City <b>04 November 2023</b> : Baguio City proper <b>05 November 2023</b> , 12:00 noon Transport IAS personnel from Baguio City to DFA Home Office
<b>Mode of Payment</b>	Send Bill Arrangement to DFA With updated PhilGEPS Registration (Platinum or Red Membership)

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

Please submit your duly signed quotation/proposal, subject to the attached Terms and Conditions, to [ias@dfa.gov.ph](mailto:ias@dfa.gov.ph) on or before 31 October 2023, 10 AM

Should you need further clarification, please contact **Mr. Erich George F. Oquendo**, at mobile number **09171071891** or send an email through the above-mentioned email address.

Very truly yours,

  
**NOEL SERVIGON**  
Assistant Secretary



DEPARTMENT OF FOREIGN AFFAIRS  
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**Terms of Reference**

**Lease of Motor Vehicles for the IAS Team Building, Wellness and GAD Activities in Baguio City**

I.	<b>Event/ Activity:</b> IAS Team Building, Wellness and GAD Activities in Baguio City	
II.	<b>Scope:</b> Lease of two (2) units of Commuter Vans with Drivers for use of IAS personnel on 03-05 November 2023.	
III.	<b>Technical Specifications</b>	<b>Statement of Compliance</b>
	1. The Contractor shall provide chauffeured car service for IAS personnel (16 passengers) on the following dates:  <b>03 November 2023</b> , 6:30 a.m. Transport IAS personnel from DFA Home Office, Pasay City to TBA venue in Baguio City <b>04 November 2023</b> : Baguio City proper <b>05 November 2023</b> , 12:00 noon Transport IAS personnel from Baguio City to DFA Home Office, Pasay City	
	2. Price Quotations shall be denominated in Philippine Peso and to include all transportation service's gasoline, toll fees, insurance, taxes, duties, and other charges, as may be applicable.	
	3. ABC is <b>Seventy Thousand pesos only (Php70,000.00)</b> .	
	4. The Contractor shall undertake to repair or replace any vehicle that may break down or become unserviceable, respectively, within one and a half (1 ½) hours if the breakdown occurred within Metro Manila or within a reasonable time, if outside Metro Manila.	
	0. Suppliers must be PHILGEPS member and provide the following documentary requirements: <u>For PHILGEPS Platinum Members Certificate</u> <ul style="list-style-type: none"> <li>● Certificate of Platinum membership</li> </ul> <u>For PHILGEPS Red Members</u> <ul style="list-style-type: none"> <li>● Copy of current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit</li> <li>● Copy of Valid PHILGEPS Registration</li> <li>● Copy of Latest Income Tax Return (ITR)</li> </ul>	

IV.	<b>Contract Duration</b>		
	0.	The lease contract shall be from 03-05 November 2023 only.	
V.	<b>Terms of Payment</b>		
	0.	Suppliers should accept a send-bill payment arrangement and payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.	

**Contact Persons:** Ms. Maria Dolores C. Sales, Administrative Officer  
Email: Dolores.sales@dfa.gov.ph

Mr. Erich George F. Oquendo, Property Officer  
Email: erich.oquendo@dfa.gov.ph

**NOTE:**

Suppliers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Supplier, with proof of authority to sign and submit the quotation for and on behalf of the Supplier concerned. If the 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 quotations.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]

**TERMS AND CONDITIONS:**

1. Suppliers shall provide correct and accurate information required in this form.
2. Price quotations shall be denominated in Philippine Peso and to include all transportation service's gasoline, toll fees, taxes, duties, and other charges, as may be applicable.
3. Working budget: **Seventy Thousand pesos only (PhP 70,000.00).**
4. Suppliers should accept a **Send-bill Payment arrangement.**
5. Suppliers must be a PHILGEPS member and able to provide the following documentary requirements:
  - For PHILGEPS Platinum Members Certificate
    - o *Certificate of Platinum membership*
  - For PHILGEPS Red Members
    - o *Copy of current Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit*
    - o *Copy of valid PHILGEPS Registration*
    - o *Copy of latest Income Tax Return (ITR)*
6. Formal Quotations submitted to this Office will be considered final offer.
7. The IAS hereby reserves the right to reject any or all quotations/bids prior to contract award, and to accept only the offer that is most economical and advantageous to the Department.
8. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
9. The validity period of the price quotation must appear in the submitted Quotation.
10. Suppliers shall comply with the terms and conditions stated herein.

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