

PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: Department of Legislative Liaison Unit

PR No. **10-10123**

Date: **24 OCT 2023**

Section :

SAI No.:

Date :



Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Unit Cost
1	1	<p>1. The Contractor shall provide the following motor vehicles: Minimum Requirements: One (1) Coaster for 13 pax with adequate space (extra seats) for luggage Destination: Metro Manila - Baguio City - Metro Manila Date: 01 - 03 December 2023</p> <p>2. Inclusions Use of Vehicle Chauffeurs Service Fuel Passenger's Insurance Driver's Meal and Accommodation Round Trip Toll Fees Driver's Fee</p> <p>3. The Contractor shall provide a rental vehicle that is not older than three (3) years</p> <p>4. Quoted price should be in Philippine peso and should include all taxes, and duties</p> <p>5. The winning bidder shall provide the original letter/contract before the service, and the original Trip Ticket, Provisional Receipt, Statement of Account, after the service has been rendered.</p> <p>6. Bidders should accept a send-bill payment arrangement.</p>	1		PHP 65,000.00

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Purpose:

The procurement of lease/rental services of an additional motor vehicle is intended to provide transportation for DLLU personnel attending meetings in Congress: 01 - 03 December 2023: Gender and Development (GAD) Activity and Year-End Assessment Session of DLLU

The funding of this procurements comes from the FY 2022 Continuing Appropriations - Congress-Introduced under Training Expenses.

Signature	Requested by : 	Approved by: 
Printed Name:	KARLO S. BERME	ADRIAN BERNIE C. CANDOLADA
Designation:	Property Officer	Assistant Secretary, DLLU