



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DEPARTMENT LEGISLATIVE LIAISON UNIT

REQUEST FOR QUOTATION

31 October 2023

Sir/Madam:

The Department Legislative Liaison Unit (DLLU) of the Department of Foreign Affairs requests a quotation for motor vehicles. The motor vehicles will be used to transport its personnel who will attend the Gender and Development (GAD) Activity and Year-End Assessment Session of DLLU from 01 to 03 December 2023 in Baguio City.

Terms and Conditions:

1. The Contractor shall provide the following motor vehicles:
Minimum Requirements: One (1) Coaster for 13 persons with adequate space (extra seats) for luggage
Destination: Metro Manila - Baguio City - Metro Manila
Date: 01 - 03 December 2023
2. Inclusions:
Use of Vehicle
Chauffeurs Service
Fuel
Passenger's Insurance
Driver's Meal and Accommodation
Round Trip Toll Fees
Driver's Fee
3. The Contractor shall provide a rental vehicle that is not older than three (3) years.
4. Quoted price should be in Philippine peso and should include all taxes and duties.
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.
6. Bidders should accept a send-bill payment arrangement.

Should you require further clarification, please contact Mr. Karlo Berme through mobile phone no. 09610921791 or send a message through his email address karlo.berme@dfa.gov.ph. Deadline of the submission of quotations is on 07 November 2023, 12:00 noon.


Very truly yours,

JAN MIKHAIL G. SOLITARIO
Principal Assistant and Administrative Officer