

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : Office of Public and Cultural Diplomacy-Cultural
Diplomacy Division (OPCD-CDD)

PROJECT : **LEASE OF MOTOR VEHICLES FOR THE CONDUCT OF
CULTURAL OFFICERS' RETOOLING COURSE YEAR 2 ON
19 to 26 November 2023**

The Office of Public and Cultural Diplomacy needs to lease motor vehicles to transport participants from DFA to Baguio City, and within Baguio City, for the conduct of the 2nd Cultural Officers' Retooling Course to be held on 19 to 26 November 2023, as per the attached travel itinerary.

The service provider should meet the technical specifications/terms of reference requirements as indicated herein.

Date	Qty	PARTICULAR	Approved Budget for the Contract (ABC)
	1 unit	<u>Bus (19 and 26 November 2023)</u> *49-seater, clean sanitized and air conditioned vehicle for the whole day rental and use. Fees must be inclusive of driver, driver's meals and accommodation, passenger insurance, diesel/gasoline, toll fees, and other applicable fees. Drivers should be fully vaccinated and neatly dressed (preferably in company uniform). Drivers should be familiar with the destination and can identify the fastest and easiest route to avoid traffic and delays.	Php 900,000.00

	<p>2 units</p>	<p><u>Coasters (20-25 November 2023)</u></p> <p>*20 to 22-seater, clean, sanitized and air conditioned vehicle for the whole day rental and use.</p> <p>Fees must be inclusive of driver, driver's meals and accommodation, passenger insurance, diesel/gasoline, toll fees, and other applicable fees.</p> <p>Drivers should be fully vaccinated and neatly dressed (preferably in company uniform). Drivers should be familiar with the destination and can identify the fastest and easiest route to avoid traffic and delays.</p>	
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1. Be able to submit the following documents:
 - 1.1. Proof of valid PhilGEPS registration;
 - 1.2. Copy of current Mayor's Permit;
 - 1.3. Copy of BIR Certificate of Registration;
 - 1.4. Copy of 2022 Income Tax Return

2. The quotation should indicate the **total price (inclusive of all applicable taxes and fees)**;

3. Payment should be "**Send Bill**" arrangement and will be affected by strict compliance with the usual prescribed accounting and auditing requirements.

Payment shall be made within thirty (30) working days upon receipt of required documents and audited documents and audited by OFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges;

4. The Approved Budget for the Contract (ABC) is **PHP 900,000.00**;

5. The vehicle should be covered with comprehensive insurance coverage (CIC), third party liability (TPL), body injury (BI) and Auto passenger Insurance Coverage (APIC);
6. Implementing sanitary and health measures under the DOTr protocols/guidelines for transport operations.

Note:

- a. Item number 1 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be tagged as **FAILED**.
- b. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.
- c. Provider must state compliance to each of the provisions in the Terms of Reference/Technical Specifications and must be signed by the authorized representative of the provider. Quotations must be submitted on or before the deadline of submission.

Contact persons/details: **Ms. Maria Teresa Jesusa Albano (02) 88321508 loc 4354 and Ms. Vivian M. Bjarin-Laurel (02) 8834-4028, email: opcd.div3@dfa.gov.ph**

Conforme:

Signature over Printed Name: _____

Position: _____

Company Name: _____

Date: _____

Itinerary of Travel:

Transportation Requirement: Itinerary - 19 to 26 November 2023					
Day	Date	Units	Time	Activity	Venue Location
Day 0, Sun	19-Nov	1 UNIT BUS	12:30PM	Departure from DFA to Baguio <i>approximately 4-5 hours travel time</i>	DFA Main Office 2330 Roxas Boulevard Pasay City
Day 1, Mon	20-Nov	2 UNITS COASTERS	3:00PM	Hotel to Venue 1 Travel to Ili-Likha Artist Village	32 Assumption Road, Barangay Kabayanihan, Baguio City
		2 UNITS COASTERS	5:30 PM	Venue 1 to Hotel Travel to Hotel from Ili-Likha Artist Village	#1 Military Cut-off Road, Baguio City, Philippines
Day 2, Tues	21-Nov	1 UNIT COASTER	4 PM	Hotel -Venue 2 -Hotel <i>Group A- with Mr. Ambeth Ocampo</i>	Within the City - TBD
		1 UNIT COASTER	6 PM	Hotel -Venue 2 -Hotel <i>Group B - with Mr Guillermo Ramos</i>	Within the City - TBD
Day 3, Wed	22-Nov	2 UNITS COASTERS	2:00 PM	Hotel to BenCab Museum	Km 6 Asin Road, Tadiangan, Tuba, Benguet, Cordillera
		2 UNITS COASTERS	5:00 PM	BenCab Museum to Hotel	#1 Military Cut-off Road, Baguio City, Philippines
Day 4, Thur	23-Nov	2 UNITS COASTERS	4:00 PM	Hotel to Baguio Convention and Cultural Center (BCCC)	Governor Park Road, Baguio City
		2 UNITS COASTERS	5:30 PM	Baguio Convention and Cultural Center (BCCC) to Hotel	#1 Military Cut-off Road, Baguio City, Philippines
Day 5, Fri	24-Nov	2 UNITS COASTERS	8:00AM	Travel to San Juan, La Union	
			4:30PM	Travel to Mabuyen Vessel	San Juan, La Union
			6:00PM	Travel to Dinner Venue	TBD

			8:30 PM	Return to Hotel in Baguio City	#1 Military Cut-off Road, Baguio City, Philippines
Day 6, Sat	25-Nov				TBD
Day 7, Sun	26-Nov	1 UNIT BUS	AM	Early Check Out Lunch at the Hotel	
			PM	Group City Tour with photo op (if time allows)	TBD
				Lunch Drop off (free time)	
			PM	Departure/Return to Manila-DFA <i>approximately 4-5 hours travel time</i>	