

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Terms of Reference for the Lease of Vehicles

Project Name : Philippines-Iran Joint Consultative Committee

Meeting (JCCM)

Date : 20 -22 November 2023

Transportation : 2 Vans for Iran and Philippine delegation

1 Sedan for Head of delegation

Venue : Metro Manila

Approved Budget : P105,000..00

Terms of Reference:

1. Must agree to the Payment Term of: Send Bill Arrangement.

2. Must provide the following documentary requirements upon sending quotation:

2.a - Valid PhilGEPS Registration Number

2.b - Copy of current ITR

2.c - Copy of current Business Permit / Mayor's Permit

- 3. Must be in the business for a minimum of five (5) years;
- 4. Must NOT EXCEED the Approved Budget for the Contract;
- In case when two or more bidders are determined as the lowest calculated bid, the winning bidder shall be determined by the highest ranking rating based on all submitted quotations;
- 6. The winning bidder shall be notified ahead of time prior to the scheduled event and shall deliver the required services at least two (2) hours before the start of the event; and
- Upon delivery of services, the winning bidder must submit its billing statement and provisional receipt. All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.

GLORIEITTA A. PINERO Administrative Officer 9 November 2023