



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

**LEASE OF MOTOR VEHICLE FOR THE OFFICIAL VISIT TO THE PHILIPPINES
OF ROK FOREIGN MINISTER PARK JIN
19-21 December 2023**

The Office of Asian and Pacific Affairs (ASPAC) of the Department of Foreign Affairs (DFA) will host a delegation on 19-21 December 2023. In this regard, may we request a quotation for the lease of motor vehicle based on the following **TERMS OF REFERENCE**:

Lease of 5 units of Motor Vehicle	<p>To be used within Metro Manila for a maximum of 12 hours each day</p> <p>A. Three (3) days – 19-21 December 2023</p> <ul style="list-style-type: none">• One (1) unit 4/5-seater sedan, 1.9 cc or higher, appropriate for a foreign minister• One (1) unit 6/7-seater multi-purpose vehicle or AUV• Two (2) units 4/5-seater sedan, 1.4 cc or higher <p>B. One (1) day only – 20 December 2023</p> <ul style="list-style-type: none">• One (1) unit 4/5-seater sedan, 1.4 cc or higher <p>INCLUSIONS:</p> <ul style="list-style-type: none">- Chauffeur Service within Metro Manila- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test,- gasoline/fuel,- Comprehensive Vehicle Insurance- Insurance coverage (TPL, and personal accident) <p>Terms of Payment: Send Bill Arrangement (Government Terms)</p> <p>Approved budget: PHP199,100.00</p> <p>Documentary Requirements: 1) Valid PhilGEPS Certificate of Registration, 2) Copy of current Income Tax Return, 3) Copy of current Business Permit/Mayor's Permit</p>
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Interested suppliers may submit quotations duly signed by authorized representative together with the abovementioned documentary requirements not later than **12 NN on 28 November 2023**. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph. For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,

ROWENA MA. CARMEN T. SIERRA
Administrative Officer

Pasay City, 23 November 2023