



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

TERMS OF REFERENCE

**Lease of Motor Vehicles for the
Official Visit to the PH of ROK Foreign Minister ark Jin
19-21 December 2023**

**Lease of four (4)
units of Motor
Vehicle from
19 to 21 December
2023**

A. To be used by the Delegation (19-21 December 2023)

- 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) unit 4/5-seater sedan, 1.4 cc or higher

For three (3) days:

- 19 December 2023 – 12 hours
- 20 December 2023 – 12 hours
- 21 December 2023 – 12 hours

**Lease of one (1)
unit of Motor
Vehicle for
20 December 2023**

To be used by ASPAC (20 December 2023)

- One (1) unit 4/5-seater sedan, 1.4 cc or higher

For one (1) day only:

- 20 December 2023 – 12 hours

INCLUSIONS:

- 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)

Approved budget: **Php199,100.00**

Terms of Payment: Send Bill Arrangement (Government Terms)

Documentary Requirements: Valid PhilGEPS Certificate of Registration, Copy of current Income Tax Return, Copy of current Business Permit/Mayor's Permit