



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

28 November 2023

Dear Sir / Madam,

The Human Resources and Management Office (HRMO) of the Department of Foreign Affairs will conduct a **Planning Workshop and Cultural Awareness and Immersion** on 08 December to 10 December 2023 (Friday to Sunday) and that we have considered your company as our transport services for the event.

On behalf of our head of office, I humbly seek a formal quote for one (1) coaster that can transport twelve (12) people including their belongings. The transportation route will be as follows:

08 December 2023: 5:00 AM	DFA, Pasay City - Baguio City
09 December 2023	Cultural tour around Baguio
10 December 2023: TBC	Baguio City - DFA, Pasay City

Please include gasoline, toll fees, parking, driver's meals and accommodation in your quotation. Please note that the team will go around Baguio on 08-10 December 2023. Payment shall be made through the Government payment system.

Please kindly submit your formal quotation via our official email at hrmo.hcsad@dfa.gov.ph. Your kind acknowledgement of receipt of this email would be most highly appreciated.

Deadline of the submission of quotations is on 1 December 2023 (Friday), 12:00 noon.

Kindly fill-out the attached Terms of Reference (TOR).

Thank you and kind regards,

(Signed)
LEILANI U. SAZON
Assistant
HCSAD-HRMO, Department of Foreign Affairs

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE
LEASE OF VEHICLE FOR HRMO-HCSAD's PLANNING WORKSHOP, CULTURAL
AWARENESS AND IMMERSION, 8-10 DECEMBER 2023, BAGUIO CITY

Below is the schedule of the three (3) days rental:

DESCRIPTION	DATE
- Departure from DFA to Baguio City Tour around Baguio	8 December (Friday) (Assembly time: 5:00 AM)
- Cultural Tour around Baguio	9 December 2023 (Saturday)
- Departure from Hotel to DFA	10 December (Sunday)

- **Approved Budget for the Contract (ABC) of Seventy-Five Thousand Pesos only (Php 75,000.00);**

	Check if compliant
<ul style="list-style-type: none"> • Capacity of at least 12 passengers; 	
<ul style="list-style-type: none"> • The vehicle should be covered with comprehensive insurance coverage (CIC), third party liability (TPL), body injury (BI), and Auto Passenger Insurance Coverage (APIC); 	
<ul style="list-style-type: none"> • Terms of payment <ol style="list-style-type: none"> 1. Send bill arrangement and payment will be done through bank transfer. It is advised that the winning bidder should submit a bank account number and bank branch details included in the List of Participating Banks in Electronic Peso Clearing System to which payment should be credited or transferred <ul style="list-style-type: none"> a. Rates should include all necessary taxes and other charges <p>Payments shall be made within thirty (30) working days upon receipt of required documents and audited by the 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.</p> 	
<ul style="list-style-type: none"> • The supplier should submit the following requirements: <ol style="list-style-type: none"> 1. Valid PhilGeps Registration 2. Copy of current Mayor's Permit 3. Current ITR 	

NOTE:

Providers must state compliance to each of the provisions in the Terms of Reference/Technical Specifications. The Statement of Compliance must be signed by the authorized representative of the Provider. Quotations should be submitted on or before the set deadline for submission.

Conforme:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position][Date]