

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)
- Tour around Baguio 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
Capacity of at least 12 passengers including the belongings and luggage.	
The vehicle should be covered with comprehensive insurance coverage (CIC), third party liability (TPL), body injury (BI), and Auto Passenger Insurance Coverage (APIC)	
<p>Terms of payment</p> <ul style="list-style-type: none"> • 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. • Rates should include all necessary taxes and other charges • 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. 	
<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]