

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : **Office of Cultural Diplomacy (OCD)**

PROJECT : **LEASE OF MOTOR VEHICLE FOR THE CONDUCT OF
JOINT OPD & OCD TEAM BUILDING/ GAD ACTIVITY
ON 15 - 16 MARCH 2024**

ABC : **PHP 75,000.00**

The Office of Cultural Diplomacy (OCD) intends to lease a motor vehicle (tourist bus) to transport personnel of the Office of Cultural Diplomacy (OCD) and the Office of Public Diplomacy (OPD) to **Sirmata Eco Farm and Nature Park in Cuyapo, Nueva Ecija on 15 - 16 March 2024** (inclusive of travel time) to conduct its Joint Team Building/ GAD Activity, as per travel itinerary and terms indicated below:

Date	Qty	Particular	Statement of Compliance
15-16 March 2024	1 unit	<p>Passenger Tourist Bus</p> <ul style="list-style-type: none">• With seating capacity of 30-35 pax• Clean, Sanitized, with Excellent air conditioning system• With audio/ video system (microphone, speakers, sound system)• Pick-up and drop-off arrangement <p>Fees must include: driver, driver's meals and accommodation, fuel/gasoline, toll fees, entrance fees, parking fees, and other applicable fees.</p> <p>Drivers should be fully vaccinated, duly licensed (professional), and neat and proper (preferably in company uniform). Drivers should be familiar with the destination and can identify the fastest and easiest route to avoid traffic and delays.</p>	

Detailed Itinerary:

Date/ Time	Location
Friday, March 15, 2024	DFA to Sirmata Eco Farm and Nature Park in Cuyapo, Nueva Ecija
6:00 AM	ETD from DFA (Roxas Boulevard) Department of Foreign Affairs 2330 Roxas Boulevard, Pasay City
	Arrival at destination: Sirmata Eco Farm and Nature Park Malineng, Cuyapo, Nueva Ecija
Date/ Time	Location
Saturday, March 16, 2024	Sirmata Eco Farm and Nature Park to DFA (Roxas Boulevard)
3:00 PM	ETD from Sirmata Eco Farm and Nature Park Sirmata Eco Farm and Nature Park Malineng, Cuyapo, Nueva Ecija
	Arrival at DFA Department of Foreign Affairs 2330 Roxas Boulevard, Pasay City

Documentation:

1. Bidders/Service Providers must be able to submit the following documents:
 - 1.1. Proof of **valid** PhilGEPS registration;
 - 1.2 Copy of **current/ valid** Mayor’s Permit;
 - 1.3 Copy of BIR Certificate of Registration;
 - 1.4 Latest Internal Tax Revenue (ITR) payment
2. The Quotation/s should indicate the **total price (inclusive of the applicable taxes and fees)** and shall not exceed the Approved Budget for the Contract (ABC) at **PHP 75,000.00**;
3. Payment should preferably be **“Send Bill”** arrangement;

Contact persons/ detail: **Ms. Ethel Castillo/** (02) 8834-4029

Email: ocd@dfa.gov.ph

Note:

1. Item number 1 must be submitted along with the quotation. Quotations with incomplete documentary requirements will be tagged as **FAILED**.
2. Non-compliance of the interested service providers to above-stated technical specifications will automatically deem their submission **FAILED**.

Conforme:

Signature over Printed Name: _____

Position: _____

Company Name: _____

Date: _____