



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs invites you to submit a proposal in connection with the **Visit to PH of SINGAPORE FM Vivian Balakrishnan** on 16-18 April 2024 based on the following **TERMS OF REFERENCE**:

LEASE OF MOTOR VEHICLE

RATE per 10 Hours use per day, of the following:

- One (1) unit 4/5-seater luxury car, 3.0 cc or higher, appropriate for a foreign minister **for 3 days (16-18 April)**
- **One (1) unit 4/5-seater sedan, 1.9 cc or higher for 1 day ONLY (16 April)**
- One (1) unit van, 2.8 cc **for 2 days only (16 & 18 April)**
- One (1) unit 4/5 – seater regular sedan **for 1 day ONLY (16 April)**
- One (1) unit 4/5-seater regular sedan **for 3 days ONLY (16-18 April)**

INCLUSIONS:

- Chauffeur Service within Metro Manila
- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test,
- gasoline/fuel, toll and parking fees
- Comprehensive Vehicle Insurance
- Insurance coverage (TPL, and personal accident)

Approved budget: **Php214,100.00**

Terms of Payment: Send Bill Arrangement (Government Terms)

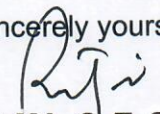
Documentary Requirements:

1. Valid PhilGEPS Certificate of Registration,
2. Copy of current Income Tax Return,
3. Copy of current Business Permit/Mayor's Permit

Please submit your quotation/rate duly signed by you or your authorized representative **together with the documentary requirements on or before 9AM on 16 April 2024**. Open quotations may be submitted manually or through email at aspac.ao@dfa.gov.ph or fax no. (02) 8833 1136. For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,


ROWENA MA. C. T. SIERRA
Administrative Officer

Pasay City, 11 April 2024