

REQUEST FOR QUOTATION (RFO)

15 April 2024

Dear Sir/Maam:

Good day!

The Department of Foreign Affairs would like to request for a quotation for local transportation services for the Official Visit of the Lithuanian Foreign Minister scheduled on **23-25 April 2024**. In view of this, kindly refer to the following requirements:

1. VIP transportation for the Head of Delegation – Black Sedan.
2. Transportation for the Participants of Delegation - Van.
3. Transportation for the Protocol of Delegation – Sedan.
4. Transportation for the Security of Delegation – Sedan.
5. Transportation for the Secretariat – Van.
6. Duration of the trip is twelve (12) hours rendering time, exclusive of rendering additional time if required.
7. Driver should have a valid PH driver's license and verifiable COVID-19 vaccination certificate.
8. Quoted price should be within PhP 149,400.00 and should include rendering time, as well as all taxes, duties and/or levies payable.
9. Bidders should accept a send-bill payment arrangement.
10. Must be PHILGEPS member and provide the following documentary requirements in compliance of BAC (Sec.53.9) 2016 IRR of RA 1984: Latest Business/Mayor's Permit, Copy of PHILGEPS Certificate of Membership and Latest Income Tax Return
11. Authorized Signatory: Maria Elena P. Algabre
Assistant Secretary
Office of European Affairs

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations (Revised IRR of Republic Act No. 9184), otherwise known as the Government Procurement Reform Act.

Please quote your best offer, subject to the Terms and Conditions provided. You may submit your quotation duly signed by the authorized representative not later than **18 April 2024, (12:00NN)**.

Open quotations and any clarifications may be submitted through this email oea@dfa.gov.ph.

Thank you very much and we hope to receive feedback from you soon.

Truly yours,


TITA R. REBOLLOS
Administrative Officer
Office of European Affairs