

Republic of the Philippines  
**DEPARTMENT OF FOREIGN AFFAIRS**  
**Bids and Awards Committee**  
2330 Roxas Boulevard, Pasay City

**TERMS OF REFERENCE**  
**LOCAL TRANSPORTATION SERVICES FOR THE VISIT OF THE LITHUANIAN**  
**FM ON 23-25 APRIL 2024**

**ABC: PHP 149,400**

<b>I.</b>	<b>BACKGROUND</b>	
	<p>The Department of Foreign Affairs, Office of European Affairs (OEA) intends to hire the services of a car rental company to transport the Foreign Minister of Lithuania and his delegation from the airport to their hotel accommodation and to the various venues of the visit and vice versa.</p>	
<b>II.</b>	<b>OBJECTIVE</b>	
	<p>To provide VIP transport services to the Lithuanian delegation, participants, and to transport personnel for logistical and administrative support during the visit of the Lithuanian FM.</p>	
<b>III.</b>	<b>SCOPE OF WORK</b>	<b>Statement of Compliance</b>
	<p>The Contractor shall provide transport services for the Visit of Lithuanian FM and his delegation on Tuesday-Thursday 23-25 April 2024 and shall be in accordance with following specifications:</p> <ol style="list-style-type: none"> <li>1. VIP transportation with driver for the Head of Delegation – Black Sedan.</li> <li>2. Transportation for the Participants of Delegation – Van</li> <li>3. Transportation for the Protocol of Delegation – Sedan</li> <li>4. Transportation for the Security of Delegation – Sedan</li> <li>5. Transportation for the Secretariat – Van</li> <li>6. Duration of the trip should be twelve (12) hours rendering time, inclusive of sudden excess of hours rendered.</li> <li>7. Driver should have a valid PH driver’s license and verifiable COVID-19 vaccination certificate.</li> <li>8. Quoted price should be within PhP 149,400.00 and should include rendering time, as well all taxes, duties and/or levies payable.</li> <li>9. Bidders should accept a send-bill payment arrangement.</li> <li>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</li> </ol>	
<b>IV.</b>	<b>TECHNICAL SPECIFICATIONS</b>	
	<ol style="list-style-type: none"> <li>1. VIP Transportation Vehicle with driver  Color: Black  Type: Sedan</li> <li>2. Transportation Vehicle with driver  Color: Dark/Black  Type: Van</li> <li>3. Transportation Vehicle with driver</li> </ol>	

	<p>Color: Dark/Black Type: Sedan</p> <p>4. Transportation Vehicle with driver Color: Dark/Black Type: Sedan</p> <p>5. Transportation Vehicle with driver Color: Dark/Black Type: Van</p>	
<b>V.</b>	<p><b>CONTRACTOR'S QUALIFICATIONS</b></p> <p>a. At least five (5) years experience upon commencement of the contract, in the VIP Car Rental Business</p>	
<b>VI.</b>	<p><b>CONTRACTOR'S OBLIGATIONS</b></p> <p>The Contractor shall:</p> <p>a. Abide by all existing laws, codes, rules and regulations set forth by all government units and authorities;</p> <p>b. Provide the services in a proper, professional and workmanlike manner at all times;</p> <p>c. Exercise the reasonable standard expertise, skill, care and diligence in the performance of the services;</p> <p>d. Ensure that the driver possess the required skills and experience required to provide the service;</p> <p>e. Provide the Department a dedicated hotline for emergency calls and service. This includes weekdays and Holidays;</p> <p>f. Ensure that service personnel wear proper uniforms and identification cards inside the Department's premises;</p> <p>g. Ensure that the personnel abide by the minimum COVID-19 prevention protocols of the Department.</p> <p>h. 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.</p> <p>i. Please note that this RFQ is for the local transportation of the Visit of the Lithuanian FM and his delegation on 23-25 April 2024.</p> <p>j. Quote its best offer, subject to the Terms and Conditions provided. The contractor may submit its quotation duly signed by its authorized representative not later than 05 April 2024.</p> <p>k. Open quotations and any clarifications may be submitted through this email (<a href="mailto:oea@dfa.gov.ph">oea@dfa.gov.ph</a>)</p>	
<b>VIII.</b>	<p><b>PROJECT DURATION</b></p> <p>The Transportation Service shall be for a period of three (3) days only on 23-25 April 2024.</p>	
<b>X.</b>	<p><b>PAYMENT</b></p> <p>1. Bidders should accept a send-bill payment arrangement.</p> <p>2. All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

  
**ROBERT S. MENDOZA**  
Property Officer