



OFFICE OF PROTOCOL

REQUEST FOR QUOTATION (RFQ)

**30 April
2024**

Dear Sir/Madam:

Greetings!

The Office of Protocol of the Department of Foreign Affairs kindly requests your good office to submit a quotation for the rental of motor vehicles to be used for the Presentation of Credentials of Resident/Non-Resident Ambassadors-Designate from May to December 2024 following the attached Terms of Reference (TOR).

The procurement will be undertaken in accordance with the Revised Implementing Rules and Regulations 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 **06 May 2024, 1200H.**

For further information, feel free to call us at (02) 8834-4009 or 09190949150.

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

Sincerely yours,

JEDDALYN V. LUIS-VILLAPANDO
Property Officer
Office of Protocol

TERMS OF REFERENCE

PROJECT TITLE : Rental of Motor Vehicle for the Presentation of Credentials of Resident/ Non-Resident Ambassadors-Designate
PERIOD COVERED : May to December 2024
CONTRACTING AGENCY: DFA- Office of Protocol
APPROVED BUDGET FOR THE CONTRACT : Php 88,000.00

I. RATIONALE

The Office of Protocol (DFA-OP) is the principal office of the Department of Foreign Affairs that is responsible for the arrangement of the Presentation of Credentials of all incoming resident and non resident ambassadors accredited to the Philippines. Arrangements for the Presentation of Credentials, particularly the schedule and timing may change depending on the instructions of the Office of the President. The rental of a motor vehicle is required by the DFA Close-in Officials/Protocols to assist during the ceremonies.

II. TERMS

A. Vehicle Specification

Type : Sedan
Seating Capacity : 4 pax
Color : Black
No. of Units : Depends on the number of scheduled Presentation of Credentials in a day (minimum 1 and not more than 10 in a day)

B. Schedule, Working Hours and Route

- Provide service for Presentation of Credentials when needed.
- Specific timing depends on the schedule given by the President's Office of Protocol, the rental company shall be informed of the schedule ahead of time or at least 3 working days before the event.
- Shall complete the required 9 hours per day, overtime is not required.
- Route is within Metro Manila Only

C. Vehicle Condition

- Good physical appearance (no visible dents, broken or crack in mirror, intact and functioning engine, any signs of physical defects)
- Vehicle must at least be a 2018 model
- Vehicle must be in excellent mechanical condition and does not need reconditioning, passed a smog and safety inspection, no fluid leak and free from any mechanical defects.
- Vehicle must be duly registered under the name of the rental company.
- All features and vehicle parts must be functioning well such as but not limited to: vehicle breaks, signal lights, tire pressure, and air-conditioning system among other relevant parts/functions.
- The vehicle air-conditioning system must be functioning well.

III. INCLUSIONS

- Inclusive of a professional driver with at least 9 hours duty in a day and must report in the assigned time and schedule of Presentation of Credentials to be given ahead of time. The assigned time of reporting is subject to change upon prior notice of the DFA-OP Transportation Officer.
- Drivers must be in complete uniform and shall always observe professionalism during the service.
- Drivers must prepare the trip ticket and submit it to the DFA-OP Transportation Officer for trip validation and signature. Official receipt, trip ticket and other supporting documents shall be submitted by the provider/rental company for the processing of the payment.
- Inclusive of fuel cost covering the rental period requirement.
- Inclusive of Vehicle and Passenger Insurance, guaranteeing the safety of the passengers from accidents caused by human error/failure, mechanical error/failure, or any unfavorable circumstance where passengers including their properties were involved. Any damage caused to the vehicle without the direct involvement of the passenger shall be resolved and fixed by the rental company.
- Inclusive of maintenance and Repair of the Vehicle. A monthly over-all-check-up of the vehicle should be conducted by the rental company. In any case of mechanical error/failure occurred, the rental company shall provide repair service.
- In case of replacement of a vehicle due to justifiable cause, the Rental Company shall notify the DFA-OP three (3) working days prior to the

replacement. In no case shall the model of the vehicle replacement be different to the requirement reflected on this Terms of Reference (TOR).

- The Rental Company shall designate a focal person to facilitate the coordination with DFA-OP's Transportation Officer.

IV. DURATION

The duration of the contract shall be from 01 May 2024 to 31 December 2024 or as soon as the approved budget for the contract is consumed.

V. CONFIDENTIALITY CLAUSE

- The Rental Company shall not disclose any information accessed through the use of its services, in relation to the official function and operation of the Department.
- Failure to comply with the confidentiality clause shall be subject to the penalties provision of Republic Act NO. 10173- Data Privacy Act of 2012 and all other relevant existing rules and regulations.

VI. TERMS OF PAYMENT

- The Rental Company shall bill per vehicle used in a day.
- The Rental Company shall submit monthly summary of service manifest based on the actual trip and other supporting document (i.e., signed trip ticket) to the DFA-OP Transportation Officer for onward submission to DFA-OP Administrative Officer for monitoring.
- The Rental Company shall issue a one-time sales invoice covering all the completed trips within the duration of the contract from 1 May to 31 December 2024 not exceeding the approved budget for the contract or as soon as the approved budget for the contract is consumed.
- The Rental Company shall be paid within thirty (30) working days upon the submission and receipt of the invoice and complete supporting documents to OFMS-FRMD through List of Due and Demandable Accounts Payable (LDDAP)
- Payment shall be inclusive of all applicable taxes and other lawful charges.

VII. APPROVED BUDGET FOR THE CONTRACT

PURCHASE REQUEST
Department of Budget Affairs
02-08-024

The Approved Budget for the Contract (ABC) in this project is Eighty Eight Thousand Pesos (**Php 88,000.00**), inclusive of applicable government taxes and chargeable against DFA-OP MOOE 2024.

VIII. OTHER DOCUMENTARY REQUIREMENTS

- a. Copy of valid PhilGEPS Registration
- b. Copy of latest Mayor's Permit
- c. Copy of 2023 Income Tax Return (ITR)
- d. Copy of BIR Registration

IX. AUTHORIZED SIGNATORY:

ARIEL RODELAS PEÑARANDA
Assistant Secretary
Office of Protocol

Prepared By:

Noted By:

JEDDALYN V. LUIS-VILLAPANDO
Property Officer
Officer of Protocol

RUSTICO S. VELANDO
Administrative Officer
Officer of Protocol

Approved By:

ARIEL RODELAS PEÑARANDA
Assistant Secretary
Officer of Protocol

Conforme:
