



**OFFICE OF FINANCIAL AFFAIRS MANAGEMENT SERVICES**

26 June 2024

Dear Sir/Ma'am:

The Department of Foreign Affairs – Office of Financial Management Services (OFMS) would like to request a quotation for the following items:

<b>Product/Service</b>	<b>Lease of Motor Vehicles for 2024 OFMS Team Building and GAD Activity</b>
<b>Description/Specifications</b>	
<b>Date</b>	10-11 August 2024
<b>Event Title</b>	2024 OFMS Team Building and Gender Development (GAD) Activity
<b>Number of Passengers</b>	One Hundred Ten (110) passengers with luggage
<b>Number of Motor Vehicles</b>	Two (2) Buses with folding aisle seat 50-passenger capacity per bus
<b>Activities/Destination</b>	<b>10 August 2024, 5:45 AM</b> Transport OFMS personnel from DFA Home Office, Pasay City to Subic, Zambales <b>11 August 2024, 11:00 AM</b> Transport OFMS personnel from Subic, Zambales to DFA Home Office, Pasay City
<b>Mode of Payment</b>	Send Bill Agreement to DFA  With updated PhilGEPS Registration (Platinum or Red Membership)

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 submit your duly signed quotation/proposal, subject to the attached Terms and Conditions, to [ofms.secretary@dfa.gov.ph](mailto:ofms.secretary@dfa.gov.ph) on or before 01 July 2024, 12:00 NN.

Should you need further clarification, please contact Ms. Hazel Kayne R. Cervantes, at mobile number 0916 323 4701 or send an email through the above-mentioned email address.

We look forward to receiving the quotation soonest.

Very truly yours,



**DOMINGO P. NOLASCO**  
Assistant Secretary