



Terms of Reference

Lease of Motor Vehicles for the 2024 OFMS Team Building and GAD Activity in Subic, Zambales

I.	Event/Activity: 2024 OFMS Team Building and GAD Activity in Subic, Zambales	
II.	Scope: Lease of two (2) units of Tourist Buses with Drivers for use of OFMS personnel on 10-11 August 2024.	
III.	Technical Specifications	Statement of Compliance
	1. The contractor shall provide two (2) units of tourist buses with the following specifications: <ul style="list-style-type: none">• Tourist bus with folding aisle seat• 50-passenger capacity per bus	
	2. The Contractor shall provide two (2) units of Tourist Buses for OFMS personnel (110) passengers on the following dates: 10 August 2024 (Saturday), 5:45 AM Transport OFMS personnel from DFA Home Office, Pasay City to Subic, Zambales 11 August 2024 (Sunday), 11:00 AM Transport OFMS personnel from Subic, Zambales to DFA Home Office, Pasay City.	
	2. Price Quotations shall include all transportation service's gasoline, toll fees, insurance, taxes, duties and other charges, as may be applicable.	
	3. ABC is One Hundred Thousand pesos only. (Php. 100,000.00).	
	4. The Contractor shall undertake to repair or replace any vehicle that may break down or become unserviceable, respectively, within one and a half (1 ½ hours) if the breakdown occurred within Metro Manila or within reasonable time, if outside Metro Manila.	
	5. Suppliers must be PHILGEPS member and provide the following documentary requirements: <u>For PHILGEPS Platinum Members Certificate</u> <ul style="list-style-type: none">• Certificate of Platinum membership <u>For PHILGEPS Red Members</u> <ul style="list-style-type: none">• Copy of Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit)• Copy of valid PHILGEPS Registration• Copy of Latest Income Tax Return (ITR)	
IV.	Contract Duration	
	1. The lease contract shall be from 10-11 August 2024 only.	
V.	Terms of Payment	

1.	Suppliers should accept a send-bill payment arrangement and payment will only be effected by strict compliance with the usual prescriber accounting and auditing requirements.	
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TERMS AND CONDITIONS:

1. Suppliers shall provide correct and accurate information required in this form.
2. Price Quotations shall include all transportation service's gasoline, toll fees, insurance, taxes, duties and other charges, as may be applicable.
3. Working budget: **One Hundred Thousand pesos only (Php. 100,000.00).**
4. Suppliers should accept **Send-bill Payment arrangement.**
5. Suppliers must be PHILGEPS member and provide the following documentary requirements:
 - For PHILGEPS Platinum Members Certificate
 - *Certificate of Platinum membership*
 - For PHILGEPS Red Members
 - *Copy of Mayor's Permit (if in process, copy of application form and receipt, as well as previous year Mayor's Permit)*
 - *Copy of valid PHILGEPS Registration*
 - *Copy of Latest Income Tax Return (ITR)*
6. Formal Quotations submitted to this Office will be considered final offer.
7. The OFMS hereby reserves the right to reject any or all quotations/bids prior to contract award, and to accept only the offer that is most economical and advantageous to the Department.
8. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements
9. The validity period of the price quotation must appear in the submitted Quotation.
10. Suppliers shall comply with the terms and conditions stated herein.

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