



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF ASIAN AND PACIFIC AFFAIRS

REQUEST FOR QUOTATION

The Office of Asian and Pacific Affairs of the Department of Foreign Affairs invites eligible suppliers to submit a quotation for the Lease of Motor Vehicle on 01 – 02 July 2024 based on the following **TERMS OF REFERENCE**

**LEASE OF MOTOR VEHICLE**

RATE per 12 Hours use per day, of the following:

- One (1) unit 4/5-seater luxury car, 3.0 cc or higher, appropriate for a foreign minister for **2 days (01 – 02 Jul 2024)**
- Two (2) units 4/5-seater regular sedan for **2 days (01 – 02 Jul 2024)**

**INCLUSIONS:**

- Chauffeur Service within Metro Manila
- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test,
- Gasoline/fuel, toll and parking fees
- Comprehensive Vehicle Insurance
- Insurance coverage (TPL, and personal accident)

Approved budget: **Php80,000.00**

Terms of Payment: Send Bill Arrangement (Government Terms)

**Documentary Requirements:**

1. Valid PhilGEPS Certificate of Registration, (with updated eligibility documents)
2. Copy of current Income Tax Return, (with EFPS)
3. Copy of current Business Permit/Mayor's Permit
4. Omnibus Sworn Statement

Please submit your quotation/rate duly signed by you or your authorized representative **together with the documentary requirements on or before 8AM, 01 July 2024**. Open quotations may be submitted manually or through email at [aspac.ao@dfa.gov.ph](mailto:aspac.ao@dfa.gov.ph). For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,

**ROWENA M. G. T. SIERRA**  
Administrative Officer

Pasay City, 26 June 2024

**Technical Specification/Scope of Service Requirements  
(Terms of Reference)**

**LEASE OF MOTOR VEHICLE FOR THE VISIT OF  
MALAYSIAN FOREIGN MINISTER MOHAMAD HASAN,  
01 Jul - 02 Jul 2024**

RATE per 12 Hours use per day, of the following:

- One (1) unit 4/5-seater luxury car, 3.0 cc or higher, appropriate for a foreign minister for **2 days (01 Jul – 02 Jul 2024)**
- Two (2) units, 4/5-seater regular sedan for **2 days (01 Jul – 02 Jul 2024)**

**INCLUSIONS:**

- Chauffeur Service within Metro Manila
- Well-trained chauffeur in proper uniform with meals, fully vaccinated and with negative RT-PCR test
- Gasoline/fuel, parking and toll fees
- Comprehensive Vehicle Insurance
- Insurance coverage (TPL, and personal accident)

**ITINERARY**

01 July 2024 - Whole Day Meetings  
02 July 2024 - Departure of VIP

A. ABC: Php80,000.00

B. TERMS OF PAYMENT: SEND BILL ARRANGEMENT (Government payment system).

C. Service Provider must submit the following:

- **PHILGEPS REGISTRATION** with **VALID Eligibility Documents** in compliance with government's procurement regulations;
- **Valid Mayor's Permit**; and,
- **Current ITR with EFPS**
- **Omnibus Sworn Statement**