



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 01-03 July 2024 based on the following **TERMS OF REFERENCE**

LEASE OF MOTOR VEHICLE

RATE per 10 hours use per day, of the following:

- One (1) unit 4/5-seater luxury car, 2.5 cc or higher, for **3 days (01–03 July 2024)**
- One (1) unit van, 2.8 cc, for **3 days (01-03 July 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: **Php74,250.00**

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

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. For more information, you may contact the undersigned at telephone no. (02) 8834 4017.

Thank you.

Sincerely yours,

ROWENA M. C. T. SIERRA
Administrative Officer

Pasay City, 26 June 2024